



# Computerized Patient Record System (CPRS)

## **Clinician's Getting Started Guide**

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List Manager version

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# Introduction

## What is CPRS?

The Computerized Patient Record System V. 1.0 (CPRS) is a Veterans Health Information Systems and Technology Architecture (VISTA) computer application. CPRS enables you to enter, review, and continuously update all information connected with any patient. With CPRS, you can order lab tests, medications, diets, radiology tests and procedures, record a patient's allergies or adverse reactions to medications, request and track consults, enter progress notes, diagnoses, and treatments for each encounter, and enter discharge summaries.

CPRS not only allows you to keep comprehensive patient records, it enables you to review and analyze the data gathered on any patient in a way that directly supports clinical decision-making.

## Using CPRS Documentation

### Related Manuals

*Computerized Patient Record System V. 1.0 Installation Guide*

*Computerized Patient Record System V. 1.0 Setup Guide*

*Computerized Patient Record System V. 1.0 Technical Manual*

*Text Integration Utility (TIU) Clinical Coordinator and User Manual*

*Consult/Request Tracking User Manual*

### World Wide Web

CPRS documentation is also available on the **VISTA** Intranet. The Intranet version will be constantly updated, and thus might contain more current information than this print version. Intranet address:

[http://www.vista.med.va.gov/softserv/clin\\_bro.ad/cprs/index.html](http://www.vista.med.va.gov/softserv/clin_bro.ad/cprs/index.html)

### ***First Time VISTA Users***

If you are unfamiliar with this package or other Veterans Health Information Systems and Technology Architecture (**VISTA**) software applications, we recommend that you study the *User's Guide to Computing*. This orientation guide is a comprehensive handbook for first-time users of any **VISTA** application to help you become familiar with basic computer terms and the components of a computer. It is reproduced and distributed periodically by the Kernel Development Group. To request a copy, contact your local Information Resources Management Service (IRMS) staff.

## Conventions in This Manual

**Option examples:** Menus and examples of computer dialogue that you see on the screen are shown in courier font in boxes:

```
Select Menu Option:
```

**User responses:** User responses are shown here in **bold**, but do not appear bold on the screen. The bold part of the entry is the letter or letters that must be typed so that the computer can identify the response. In most cases, you need only enter the first few letters. This increases speed and accuracy.

```
Select PATIENT NAME: Anderson, JOHN
```

**NOTE:** Names and social security numbers used in the examples are fictitious.

**<Enter>** This indicates the Enter or Return key, which is pressed after every response you enter or when you wish to bypass a prompt, accept a default (/), or return to a previous action. In this manual, it is only shown in examples when it might be unclear that such a keystroke must be entered.

**^, ^^, ^^^** Enter the Up-arrow (also known as a caret or circumflex) at a prompt to leave the current option, menu, sequence of prompts, or help. To get completely out of your current context and back to your original menu, you may need to enter two or three up-arrows. (You may see a message, "Press RETURN to continue or ^ or ^^ to exit:" after each screen in a series of screen displays; e.g., for reports or online help.)

**?, ??, ???** Enter one, two, or three question marks at a prompt for help about the menu, option, or prompt you are at. One question mark elicits a brief statement of what information is appropriate for responding to the prompt; two question marks show a list (and sometimes descriptions) of more actions; and three question marks provide more detailed help, including a list of possible answers, if appropriate.

**Defaults (/)** Defaults are responses provided to speed up your entry process. They are either the most common responses, the safest responses, or the previous response.

*Example:* Select Action: Quit//

*Conventions, cont'd*



**Replace..With** If the default entry is longer than 20 characters, you will see the “Replace....With” editor instead of the double slashes (/).

1. Enter @ after Replace if you want to replace the entire default entry, *or*
2. type one or two letters followed by three dots (...) to change part of the letters (e.g., to correct a misspelling),
3. press Return,
4. When the word With appears, type the correct name

**Example:**

Provider: Clinical Coordinator Replace **Co...** With **Nurse**

>>

Side-arrows (Greater-than/Less-than; shift-comma, shift,period) indicate that more information is available on the right side of the screen. Enter these arrows at any prompt. If the arrows appear in front of an order, it means that the order requires action by a clerk or nurse.

+, -

The plus symbol at the bottom left-hand side of a screen of information indicates that more than one screen of information exists. Use the plus and minus keys to navigate up and down. If the + is displayed in front of a lab order, it means that the lab test will be done multiple times, according to a selected schedule.

**Shortcut**

You can jump through a sequence of actions and screens by entering the names (or their abbreviations) separated by semi-colons.

**Shortcut Example:** CC;O;AD;L will take you through Chart Contents, Orders, Add Orders, and to Lab.

**Icons**

Icons used to highlight key points in this manual include:



Required security keys



Indicates important information that the user should take note of.

## Notifications

Notifications are important messages that alert providers to certain clinical events (for example, a critical lab value). Some notifications are for information only; others allow you to take follow-up action to the event that triggered the notification. They may also notify providers of conditions such as unsigned orders. Notifications are automatically deleted after being displayed or when a follow-up action is taken.

Notifications are retained for a predetermined amount of time (up to 30 days), after which they may be sent to another destination, such as your MailMan surrogate or your supervisor. Confer with your clinical coordinator to establish and set up these options. You can also confer with your clinical coordinator to select what types of notifications you will receive. Some notifications are mandatory, however, and cannot be disabled. See the Personal Preferences section in this manual for further information about notifications.

## CPRS and the List Manager User Interface

CPRS was built to run in both the Windows operating environment (usually referred to simply as Windows) and on terminals. The Windows version of CPRS is described in another manual. This manual describes the terminal, text-based version of CPRS.

If you are not already familiar with List Manager applications, this section will take you on a quick tour of the interface. If you are already familiar with the List Manager interface, you can skip to the next section, *Using CPRS*.

List Manager is designed to display a list of clinical items (based on criteria you set) that you perform various actions on. An example of a CPRS screen in List Manager format is shown here, with explanations of the various components on the screen.

## List Manager Conventions

List Manager is a tool designed so that a list of items can be presented to the user to perform *actions* on.

Screen Title	<b>Allergies and Alerts</b>		Apr 17, 1997 15:31:52	Page: 1 of 1
Header area	TURNER, TOMMY	123-90-2342	2B	MAR 4,1932 (64)
List area	<u>Item</u>		<u>Effective</u>	
	Allergies/Adverse Reactions			
	No assessment available			
	<u>Patient Postings</u>			
	<None>			
	<u>Immunizations</u>			
	<None>			
Message Window	+ Enter the numbers of the items you wish to act on. >>>			
Action area	NW Enter New Allergy/ADR CG (Change View...) SP Select New Patient + Next Screen CC Chart Contents ...Q Close Patient Chart Select: Close Patient Chart//			

### Descriptions of List Manager Screen Components

Component	Description
Screen title	The screen title changes according to what type of information List Manager is displaying (e.g., Chart Contents, Cover Sheet, Active Orders, Lab Orders, etc.). Use this title as an identifier to confirm your location at any time.
Header area	The header area is a “fixed” (non-scrollable) area that displays patient information. It also tells if there is more than one page of information and which page you’re currently on (e.g., Page: 1 of 3).
List area	(scrolling region) This area scrolls and displays the information that you can take action on.
Message window	This section displays a plus (+) sign, minus (-) sign, >> symbols, or informational text (i.e., Enter ?? for more actions). A plus sign means more information is available; enter it at the action prompt to “jump” forward a page; a minus sign “jumps” back a screen.; > moves you to more information on the right; and < moves you back to the left or main screen. Other allowable actions may be displayed in the message window.
Action area	A list of actions display in this area of the screen. If you enter double question marks (??) at the “Select Action(s)” prompt, you are shown a “hidden” list of additional actions that are available to you.



# Using CPRS

## Entering CPRS

You can take several routes to get into CPRS to enter orders and progress notes, review them, and display reports and results for individual patients. The route you choose depends on how your site has set up your menus, what your primary purpose is, and what seems most convenient to you.

- The **CPRS Clinician Menu** on the main Clinician's Menu.
- One of the following menus or options on the Clinician's Menu
  - Add New Orders
  - Act on Existing Orders
  - Results Reporting

This Guide describes going through the CPRS Clinician Menu, which provides a multi-faceted view of a patient's medical record.

When you enter the CPRS Clinician Menu, you will see this screen:

<b>Provider</b>	Mar 26, 1997 17:10:52	Page:	1 of	1
Current patient: ** No patient selected **				
Patient Name	ID	DOB	Room-Bed	
No patients found.				
<b>Enter the number of the patient chart to be opened</b>				
+	Next Screen	CV	Change View ...	FD Find Patient
-	Previous Screen	SV	Save as Default List	Q Close
Select Patient: Change View//				

## Selecting a Patient

The Patient Selection screen offers three methods for finding your patient:

- Entering a name from a list (if you have one defined and set as your default,

- Entering a patient's name (or last initial + last 4 letters of SSN) at the Select Patient prompt, or
- Entering FD (Find Patient), entering a ward or clinic name, then selecting a patient name from the list that appears.

# The Cover Sheet

The Cover Sheet of the selected patient chart displays the patient's name, SSN, date of birth, age, unit/location, allergies/adverse reactions, patient postings, vitals, immunizations, and service connection.

## NOTES:

- You may only have one patient chart open at any given time
- Two users may not simultaneously take actions on orders for the same patient

<b>Cover Sheet</b>		Mar 21, 1997 10:02:35	Page: 1 of 2
ANDERSON, H C	321-12-3456	2B	JAN 1, 1951 (46) <CW>
Attend: WELBY, M	PrimCare: DEFA, T	PCTeam: CURTTEAM	
Item	Entered		
<u>Allergies/Adverse Reactions</u>			
1	Moderate reaction to STRAWBERRIES (rash)	10/23/95	
2	Severe reaction to PENICILLIN	11/06/95	
<u>Patient Postings</u>			
3	CRISIS NOTE	02/24/97 08:28	
<u>Recent Vitals</u>			
	B/P: 120/80	02/24/97 11:45	
	Pulse: 80	02/24/97 11:45	
	Resp: 27	02/24/97 11:45	
<u>Immunizations</u>			
	Tuberculosis.	02/24/97 12:00	
+ Enter the numbers of the items you wish to act on. >>>			
NW	Enter New Allergy/ADR	CV (Change View ...)	SP Select New Patient
AD	Add New Orders	CC Chart Contents ...	Q Close Patient Chart
Select: Next Screen//			

If a patient has CWAD (Cautions, Warnings, Allergies, or Directives), they are displayed here.

## Actions

Enter the display numbers of the items you wish to change or act on. A menu of available actions is then presented for selection. You can also choose the action first and then the item.

- Enter NW to document a new allergy.
- Enter AD to add new orders for this patient from any page in the chart.
- Enter CC to see a list of the other "pages" of the chart.

- Enter SP to select a different patient.
- Enter ?? to see a list of other actions available.

## More Actions

When you enter two question marks (??) at the prompt, the following (hidden) actions are displayed. They can also be used at any prompt.

+	Next Screen	UP	Up a Line	AD	Add New Orders
-	Previous Screen	DN	Down a Line	RV	Review New Orders
FS	First Screen	>	Shift View to Right	CWAD	Display CWAD Info
LS	Last Screen	<	Shift View to Left	PI	Patient Inquiry
GO	Go to Page	PS	Print Screen	SL	Search List
RD	Redisplay Screen	PT	Print List	EX	Exit
ADPL	Auto Display On/Off				

## Alerts, Allergies, and Patient Postings

You can access some patient information directly from the Cover Sheet, without going to other tabs.

- Allergies
- Patient Postings
- Recent Vitals
- Immunizations
- Eligibility
- 

From this screen, you can view a detailed display of any of these items, or you can record new allergies.

Cover Sheet		Mar 21, 1997 10:02:35		Page: 1 of 2	
ANDERSON,H C	321-12-3456	2B	JAN 1,1951 (46)	<CW>	
Attend: WELBY,M		PrimCare: DEFA,T		PCTeam: CURTEAM	
Item		Entered			
<u>Allergies/Adverse Reactions</u>					
1	Moderate reaction to STRAWBERRIES (rash)	10/23/95			
2	Severe reaction to PENICILLIN	11/06/95			



<u>Patient Postings</u>		
4	CRISIS NOTE	02/24/97 08:28
5	CLINICAL WARNING	01/15/97
<u>Recent Vitals</u>		
B/P:	120/80	02/24/97 11:45
Ht:	70	02/24/97 11:45
Pulse:	80	02/24/97 11:45
Resp:	27	02/24/97 11:45
<u>Immunizations</u>		
Tuberculosis.		02/24/97 12:00

+ Enter the numbers of the items you wish to act on. >>>			
NW	Enter New Allergy/ADR	CV (Change View ...)	SP Select New Patient
AD	Add New Orders	CC Chart Contents ...	Q Close Patient Chart
Select: Next Screen//			

## Allergies/Alerts Detailed Display

<u>Allergies/Alerts Display</u>		Mar 21, 1997 10:02:35	Page: 1 of 2
ANDERSON,H C	321-12-3456	2B	JAN 1,1951 (46) <CW>
CODEINE			
Signs/Symptoms: NAUSEA,VOMITING			
DIARRHEA			
Type: DRUG			
Status: NOT VERIFIED			
Observed/Historical: OBSERVED			
04/06/95 (SEVERE)			
Originator: ANDERSON,CURTIS			
PHYSICIAN			
04/06/95 14:40			
PATIENT EXHIBITS SEVERE GASTRIC PAIN WHEN GIVEN CODEINE.			

+ Enter the numbers of the items you wish to act on. >>>			
+	Next Screen	UP Up a Line	PS Print Screen
-	Previous Screen	DN Down a Line	PL Print Data
FS	First Screen	GO Go to Page	Q Close
LS	Last Screen	SL Search List	
Select Action: Close//			

# Chart Contents

The Patient Chart is composed of screens that represent the pages of a traditional paper patient chart. The Chart Contents screen provides easy, logical access to other screens that show specialized patient information.

Cover Sheet	Orders	Imaging	Reports
Problems	Meds	Consults	
Notes	Labs	D/C Summaries	

When you choose most of these, the first thing you see is a list of current items for this patient (active problems, progress notes, lab results, orders, or meds). You can then review any of the items in greater detail, edit or cancel them if appropriate, or order new ones.

**HINT:** To quickly jump through a series of screens, enter the names or abbreviations of the actions, separated by semi-colons. Example: CC;Orders;Meds.

<b>Cover Sheet</b>	Mar 23, 1997 18:28:29	Page: 1 of 2
ANDERSON, H C    321-12-3456    2B	JAN 1, 1951 (46)    <CW>	
Attend: WELBY, M    PrimCare: DEFA, T    PCTeam: CURTEAM		
<u>Item</u>	<u>Entered</u>	
<u>Allergies/Adverse Reactions</u>		
1    Moderate reaction to STRAWBERRIES (rash)	10/23/95	
2    Severe reaction to PENICILLIN	11/06/95	
3    (nausea, vomiting, diarrhea)		
3    ERYTHROMYCINS/MACROLIDES (itching, watering eyes)	03/06/97	
<u>Patient Postings</u>		
4    CRISIS NOTE	02/24/97 08:28	
5    CLINICAL WARNING	01/15/97	
<u>Recent Vitals</u>		
B/P: 120/80	02/24/97 11:45	
Ht: 70	02/24/97 11:45	
Pulse: 80	02/24/97 11:45	
Resp: 27	02/24/97 11:45	
<u>Immunizations</u>		
Tuberculosis.	02/24/97 12:00	
+    Enter the numbers of the items you wish to act on.    >>>		

Cover Sheet	Orders	Imaging	Reports
Problems	Meds	Consults	
Notes	Labs	D/C Summaries	
Select chart component:			

# Problems

The Problems tab is used to document and track a patient's health care problems. It provides you with a current and historical view of the patient's problems across clinical specialties and it allows you to trace each identified problem through the **VISTA** system in terms of treatment, test results, and outcome. To go to the Problems screen, select the Problems tab at the bottom of the Chart Contents screen.

In the Problems tab, you can change the display to see customized lists of problems, edit a problem to reflect changes, and add a new problem.

## *To enter the Problems screen:*

1. Go into the Clinician Menu and select OE for CPRS Clinician Menu.
2. The patient selection screen appears, with your personal patient list if you've created one (through Personal Preferences).
3. Select a patient from the list, or enter another one.
4. The Cover Sheet for this patient appears.
5. Choose Chart Contents (CC); the Chart Contents tabs appear at the bottom of the screen.

**Hint:** Enter CC;P for a shortcut

Cover Sheet		Mar 26, 1997 14:28:25	Page: 1 of 2
ANDERSON, H C	321-12-3456	2B	JAN 1, 1951 (46) <CWA>
Attend: WELBY, M	PrimCare: DEFA, T	PCTeam: CURTEAM	
Item	Entered		
<u>Allergies/Adverse Reactions</u>			
1	Moderate reaction to STRAWBERRIES (rash)	10/23/95	
2	Severe reaction to PENICILLIN (nausea, vomiting, diarrhea)	11/06/95	
<u>Patient Postings</u>			
3	CRISIS NOTE	02/24/97 08:28	
<u>Recent Vitals</u>			
B/P:	120/80	02/24/97 11:45	
Pulse:	80	02/24/97 11:45	
Resp:	27	02/24/97 11:45	
<u>Immunizations</u>			
	Tuberculosis.	02/24/97 12:00	
+ Enter the numbers of the items you wish to act on. >>>			

Cover Sheet	Orders	Imaging	Reports
Problems	Meds	Consults	
Notes	Labs	D/C Summaries	

Select chart component: **Problems**

Searching for the patient's chart ...

**6. Choose Problems from the Chart Contents list.**

## Problems, cont'd

- The Problem List appears. The default is to show Active Problems (status is listed on the far right of the screen).

### Problem List Example

<b>Active Problems</b>		Oct 08, 1997 08:12:50	Page: 1 of 2
HOOD,ROBIN	603-04-2591P	1A	APR 25,1931 (66) <CWAD>
Attend: WELBY,M	PrimCare: DEFA,T	PCTeam: CURTTEAM	
Selected date range: None Selected			
	Problem	Onset	Updated Status
1	Essential Hypertension (401.9)		10/02/97 active
2	Hypertension (401.9)	09/24/97	09/24/97 active
3	rich test #4 (799.9)	09/12/97	09/12/97 active
4	Benign Hypertension (401.1)	09/11/97	09/11/97 active
5	Muscle hernia (553.9)	09/11/97	09/11/97 active *
<b>Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>			
NW Write New Problem	CV Change View ...	SP Select New Patient	
AD Add New Orders	CC Chart Contents ...	Q Close Patient Chart	
Select: Chart Contents// <b>NW</b> WRITE NEW PROBLEM			

- If you select one of the listed problems to review, you can choose one of the actions displayed below: Inactivate, Remove, Add Comment, or Detailed Display.

<b>Active Problems</b>		Oct 08, 1997 08:12:50	Page: 1 of 2
HOOD,ROBIN	603-04-2591P	1A	APR 25,1931 (66) <CWAD>
Attend: WELBY,M	PrimCare: DEFA,T	PCTeam: CURTTEAM	
Selected date range: None Selected			
	Problem	Onset	Updated Status
1	Essential Hypertension (401.9)		10/02/97 active
2	Hypertension (401.9)	09/24/97	09/24/97 active
3	rich test #4 (799.9)	09/12/97	09/12/97 active
4	Benign Hypertension (401.1)	09/11/97	09/11/97 active
5	Muscle hernia (553.9)	09/11/97	09/11/97 active *
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>			
Inactivate	Add Comment	Detailed Display	
Remove	Verify		
Select Action:			

9. To add a new problem, enter NW at the Select: Chart Contents: prompt, and then answer the prompts as shown in the example below:

```
Select: Chart Contents// NW   Write New Problem
PROBLEM: CFS
2 matches found
1   CFS * (ICD-9-CM 780.7)
2   Fatigue Syndrome, Chronic * (ICD-9-CM 780.7)
Type "^" to STOP or Select 1-2:  2
COMMENT (<60 char): <Enter>
DATE OF ONSET: 6/97  (JUN 1997)
STATUS: ACTIVE// <Enter> ACTIVE
(A)cute or (C)hronic? CHRONIC
```

## *Problems, cont'd*

```
>>> Currently known service-connection data for ANDERSON,H C:
      SC Percent: 30%
      Disabilities:
OSTEITIS DEFORMANS          30% - SERVICE CONNECTED
BONES,CAISSON DISEASE OF    40% - SERVICE CONNECTED
Is this problem related to a service-connected condition? NO

-----
Problem: Fatigue Syndrome, Chronic

      Onset: 6/97                      SC Condition: NO
      Status: ACTIVE/CHRONIC           Exposure: <none>
Provider: GREEN,JOANN
Service: MEDICINE
Recorded: 8/26/97 by GREEN,JOANN

-----
(S)ave this data, (E)dit it, or (Q)uit w/o saving? SAVE// <Enter>

Saving ... done.
>>> Please enter another problem, or press <return> to exit.
PROBLEM: <Enter>
```

## **Change View**

If you select Change View here, you can change the display to a different status; i.e., inactive problems or both inactive and active problems.

```
Select: Chart Contents// CV   Change View ...
      Status      Save as Preferred View    Remove Preferred View

Select attribute(s) to change: STATUS

Select Problem Status: active//?

Enter the status of the problems you wish to see listed here.
Choose from:
  active
  inactive
  both active & inactive

Select Problem Status: active// B Both active & inactive
```





# Notes

You can review, enter, sign, or edit progress notes for one patient at a time through the CPRS. To review, edit, or sign progress notes for multiple patients, use the Text Integration Utilities menu.

## *To enter a Progress Note:*

1. Go into the Clinician Menu and select OE for CPRS Clinician Menu.
2. The patient selection screen appears, with your personal patient list if you've created one (through Personal Preferences).
3. Select a patient from the list, or enter another one.
4. The Cover Sheet for this patient appears.
5. Choose Chart Contents (CC).

**Shortcut:** Enter CC;N

Cover Sheet		Mar 26, 1997 14:28:25	Page: 1 of 2
ANDERSON, H C 321-12-3456 2B		JAN 1, 1951 (46) <CWA>	
Attend: WELBY, M PrimCare: DEFA, T		PCTeam: CURTEAM	
Item	Entered		
Allergies/Adverse Reactions			
1	Moderate reaction to STRAWBERRIES (rash)	10/23/95	
2	Severe reaction to PENICILLIN (nausea, vomiting, diarrhea)	11/06/95	
3	ERYTHROMYCINS/MACROLIDES (itching, watering eyes)	03/06/97	
Patient Postings			
4	CRISIS NOTE	02/24/97 08:28	
5	CLINICAL WARNING	01/15/97	
Recent Vitals			
	B/P: 120/80	02/24/97 11:45	
	Ht: 70	02/24/97 11:45	
	Pulse: 80	02/24/97 11:45	
	Resp: 27	02/24/97 11:45	
Immunizations			
	Tuberculosis.	02/24/97 12:00	
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>			
Cover Sheet	Orders	Imaging	Reports
Problems	Meds	Consults	
Notes	Labs	D/C Summaries	
Select chart component: <b>notes</b>			
Searching for the patient's chart ...			

6. Choose Notes from the Chart Contents list.

## Notes, cont'd

7. A list of notes appears (the default is to show Signed Notes).

<b>Signed Notes</b>		Mar 26, 1997 14:33:48	Page: 1 of 1
ANDERSON,H C	321-12-3456	2B	JAN 1,1951 (46) <CWA>
Attend: WELBY,M	PrimCare: DEFA,T	PCTeam: CURTEAM	
	Title	Written	Author
1	Adverse React/Allergy	03/17 17:15	GREEN,J
2	CLINICAL WARNING	02/21 09:16	DEFA,T
3	General Note	01/24 14:18	RUSSELL,J
4	SOAP - GENERAL NOTE	12/04 14:39	RUSSELL,J
Enter the numbers of the items you wish to act on. >>>			
NW	Write New Note	CV Change View ...	SP Select New Patient
AD	Add New Orders	CC Chart Contents ...Q	Close Patient Chart
Select: Chart Contents//			

8. Enter NW for Write New Note. Respond to the following prompts as appropriate.

```
Select: Chart Contents// NW Write New Note
Available note(s): 11/22/96 thru 02/24/97 (9)
Do you wish to see any of these notes? NO// <Enter>

Personal PROGRESS NOTES Title List for JOANN GREEN

  1 Crisis Note
  2 Advance Directive
  3 Adverse Reactions
  4 Other Title

TITLE: (1-4): 3// <Enter>
      Adverse React/Allergy

Creating new progress note...
      Patient Location: 2B
      Date/time of Admission: 09/21/95 10:00
      Date/time of Note: NOW
      Author of Note: GREEN,JOANN
...OK? YES//
SUBJECT (OPTIONAL description): <Enter>

Calling text editor, please wait...
1>GETTING MORE TESTS TODAY.
2> <Enter>

EDIT Option:
Save changes? YES// <Enter>
Saving Adverse React/Allergy with changes...
Enter your Current Signature Code: <Enter>
NOT SIGNED.
Press RETURN to continue...
Print this note? No// YES
Do you want WORK copies or CHART copies? CHART// WORK
DEVICE: HOME// <Enter> VAX
```

You can define a Title List like this in Personal Preferences.

Your site can set a parameter to turn this prompt off.

## Notes, cont'd

```
-----
ANDERSON,H C   321-12-3456                               Progress Notes
-----
NOTE DATED: 03/26/97 17:15      ADVERSE REACT/ALLERGY
ADMITTED: 09/21/95 10:00 2B
GETTING MORE TESTS TODAY.

                                JOANN GREEN 03/17/97 17:15

Enter RETURN to continue or ^ to exit:
Searching for the patient's chart ...
```

### To sign a Progress Note:

#### 9. Select Notes from the Chart Components screen.

```
Select chart component: N   Notes
Searching for the patients chart ...

Completed Progress Notes      Mar 17, 1997 17:10:56   Page: 1 of 1
ANDERSON,H C   321-12-3456      2B      JAN 1,1951 (46)  <CW>
Attend: WELBY,M      PrimCare: DEFA,T      PCTeam: CURTEAM

Title                                     Written                                     Sig Status
1 Adverse React/Allergy                 03/26 15:28                 unsig
2 Adverse React/Allergy                 03/25 09:39                 unsig
3 CRISIS NOTE                          02/24/97 08:28              completed
4 CLINICAL WARNING                     02/21/97 09:16              completed
5 General Note                         01/24/97 14:18              completed
6 CLINICAL WARNING                     01/15/97                    completed
Enter the numbers of the items you wish to act on.  >>>
NW Write New Note   CV Change View ...   SP Select New Patient
AD Add New Orders  CC Chart Contents ...  Q  Close Patient Chart
Select: Chart Contents//  CV
```

#### 10. Select CV for Change View, to see all your unsigned notes.

```
1 all signed          4 signed/author      Save as Preferred View
2 my unsigned         5 signed/dates       Remove Preferred View
3 my uncosigned
Select context: 2
```

#### 11. Enter the number of the note to be signed.

```
Unsigned Progress Notes      Mar 17, 1997 17:13:22   Page: 1 of 1
ANDERSON,H C   321-12-3456      2B      JAN 1,1951 (46)  <CW>
Attend: WELBY,M      PrimCare: DEFA,T      PCTeam: CURTEAM

Title                                     Written      Author      SigSt
1 Adverse React/Allergy                 03/26 15:28  GREEN,J  unsig
2 Nursing Education Note                 03/25 09:39  GREEN,J  unsig
```

<b>Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>			
NW	Write New Note	CV	Change View ...
AD	Add New Orders	CC	Chart Contents ...
Select: Chart Contents//		1	

## 12. The selected unsigned note and actions appear. Select Sign

<b>Unsigned Notes</b>		Mar 26, 1997 15:30:04	Page: 1 of 1
ANDERSON,H C	321-12-3456	2B	JAN 1,1951 (46) <CWA>
	Title	Written	Author
1	Adverse React/Allergy	03/26 15:28	GREEN,J
			SigSt
			unsig



<b>Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>		
Edit	Detailed Display	Identify signers
Make Addendum	Browse	Copy
Sign	Print	Delete
Select Action: S SIGN		

# Orders

From the Orders tab, you can review current orders for a patient and place new orders for consults, medications, lab tests, radiology procedures, diets, consults, and procedures, as well as nursing and activity orders.

## Reviewing orders

1. After selecting a patient, select the Chart Contents (CC) action.

Cover Sheet		Mar 23, 1997 18:36:36	Page: 1 of 2
ANDERSON, H C	321-12-3456 2B	JAN 1, 1951 (46)	<CW>
Attend: WELBY, M	PrimCare: DEFA, T	PCTeam: CURTEAM	

Item	Entered
<b><u>Allergies/Adverse Reactions</u></b>	
1 Moderate reaction to STRAWBERRIES (rash)	10/23/95
2 Severe reaction to PENICILLIN (nausea, vomiting, diarrhea)	11/06/95
3 ERYTHROMYCINS/MACROLIDES (itching, watering eyes)	03/06/97
<b><u>Patient Postings</u></b>	
4 CRISIS NOTE	02/24/97 08:28
5 CLINICAL WARNING	01/15/97
<b><u>Recent Vitals</u></b>	
B/P: 120/80	02/24/97 11:45
Ht: 70	02/24/97 11:45
Pulse: 80	02/24/97 11:45
Resp: 27	02/24/97 11:45
<b><u>Immunizations</u></b>	
Tuberculosis.	02/24/97 12:00

+ Enter the numbers of the items you wish to act on. >>>			
Cover Sheet	Orders	Imaging	Reports
Problems	Meds	Consults	
Notes	Labs	D/C Summaries	

Select chart component: ☐ Orders

Searching for the patient's chart

2. Select the Orders tab.

### Shortcut:

You can enter AD here to skip the next screen (if you don't want to review orders).

## Orders, cont'd

3. The Active Orders screen for your patient is displayed.

Active Orders		Mar 23, 1997 18:38:27		Page: 1 of 13	
ANDERSON,H C 321-12-3456 2B		JAN 1,1951 (46) <CW>			
Attend: WELBY,M PrimCare: DEFA,T		PCTeam: CURTEAM			
Item Ordered		Requestor	Start	Stop	Sts
1	LITHIUM SERUM LC LB #876	MALMROSE,C	03/23/97		actv
			18:10		
2	MAGNESIUM SERUM LC LB #876	MALMROSE,C	03/23/97		actv
			18:10		
3	CHEM 7 SERUM LC LB #876	MALMROSE,C	03/23/97		actv
			18:10		
4	+ CBC BLOOD LC LB #876 Q4D	MALMROSE,C	03/23/97		actv
			18:10		
5	Consult to Surgery Bedside	GREEN,J			pend
7	>> Change Treating Specialty to SURGERY	GREEN,J	03/17/97		unr
	Attending: LINCOLN,MIKE Primary:		17:39		
8	>> TPR B/P Ht Wt q2h	GREEN,J			unr
9	NPO Diet Effective MIDNIGHT	GREEN,J			unr
+ Enter the numbers of the items you wish to act on.					
AD	Add New Orders	CV	Change View ...	SP	Select New Patient
+	Next Screen	CC	Chart Contents ...	Q	Close Patient Chart
Select: Next Screen// AD					

**NOTE:** + in front of a Lab order indicates that this order will be done multiple times according to a selected schedule.

## Change View

You can change the way orders are displayed by selecting Change View at the Active Orders screen and choosing one of the criteria listed. You can save a view to be your default view; i.e., the view that displays whenever you go into the orders screen.

Select: Next Screen// CV	Change View ...	
Status	Date range	Save as Preferred View
Service/Section	Short Format	Remove Preferred View
Select attribute(s) to change: SH Short Format		
Searching for the patient's chart ...		

## Short Format Example

This format doesn't list the requestor or stop date.

Active Orders		Apr 09, 1997 17:06:10		Page: 1 of 10	
ANDERSON,H C 321-12-3456 2B		JAN 1,1951 (46) <CWA>			
Attend: WELBY,M PrimCare: DEFA,T		PCTeam: CURTEAM			
Item Ordered		Start Date		Order Status	
1	>> TPR B/P q1d *UNSIGNED*			unreleased	
2	>> Diagnosis SIKOCIS	03/28/97 17:32		active	
3	>> Condition FARFRMGROVIN	03/28/97 17:32		active	
4	Reaction to BEESWAX Mar 28, 1997	03/28/97		active	
6	>> Condom Catheter CONVERTABLE	03/28/97 17:32		active	
+ Enter the numbers of the items you wish to act on.				>>>	
AD	Add New Orders	CV	Change View ...	SP	Select New Patient
+	Next Screen	CC	Chart Contents ...	Q	Close Patient Chart
Select: Next Screen//					

## Order Screen Actions

When you select an order (by entering the number of the order at the Select Action prompt), a list of actions appears that you can perform on that order.

**NOTE:** This is a significant change from OE/RR, where the actions were visible at the bottom of the review screen before you selected an order.

Select: Next Screen// 2					
<b>Active Orders</b>		Jul 24, 1997 14:38:38		Page: 1 of 17	
ANDERSON,H C 321-12-3456		2B		JAN 1,1951 (46) <CWA>	
Attend: WELBY,M		PrimCare: DEFA,T		PCTeam: CURTTEAM	
Selected date range: Not Applicable (active orders being viewed)					
Item Ordered	Requestor	Start	Stop	Sts	
1 Electrocardiogram Bedside	MCDANIEL,D			pend	
2 CHEM 7 SERUM WC LB #1535	MALMROSE,C			pend	
3 CBC & MORPHOLOGY (WITH DIFF) BLOOD SP LB #1534	MALMROSE,C	07/20/97		actv	
4 Consult to Neurology Bedside	MCDANIEL,D			pend	
5 SODIUM, SODIUM SERUM, SERUM WC, WC	MALMROSE,C			actv	
6 GLUCOSE SERUM WC LB #1525	MALMROSE,C	07/16/97		actv	
7 + CBC BLOOD WC LB #1522 Q4D	MALMROSE,C	07/16/97		actv	
8 WESTERGREN* BLOOD WC LB #1522	MALMROSE,C	07/16/97		actv	
9 DIFF & RBC MORPHOLOGY BLOOD WC LB #1522	MALMROSE,C	07/16/97		actv	
+ Enter the numbers of the items you wish to act on. >>>					
Change	Sign	Flag	Details	Copy	
Renew	Hold	Unflag	Results	Print ...	
Discontinue	Release Hold	Ward Comments	Alert Results		
Select Action:					

These actions are described on the next page.



## Order Actions

Action	Description
Change	Inpatient Medications allows editing of orders while they are still pending. Other service/sections require the old order to be "DC'd" (cancelled) and a new order to be added, if the original was incorrect. Changed orders appear on the Review Screen as DC'd orders, along with the new order.
Renew	If allowed by the service (usually only Pharmacy), you can renew/reinstate order(s) that have been discontinued.
Discontinue	Lets you discontinue orders that haven't been released to the service yet or that hasn't expired yet. After you request that an order be discontinued, you must electronically sign it or indicate that it's been signed on the chart. It will then show up on the "New/Unsigned Orders" screen as a discontinued order. If an order is discontinued by the service, a notification will be triggered that the order (for discontinuation) requires a chart signature.
Sign	This lets you sign an order electronically by entering your electronic signature code, or indicate that the order was signed on-chart.
Hold	You can place an Order on hold, preventing further processing until "unhold" action or expiration of order. Not all packages may allow their orders to be placed on hold; Pharmacy orders may be placed on hold, but Lab orders can't.
Release Hold	This action allows an order to continue its processing.
Flag	This action lets you place a notice that the order needs clarification or further instructions.
Unflag	Takes the flag off after clarification or instructions are received.
Ward Comments	You can add ward comments about an order; these will be displayed on the Details screen.
Details	More information about the selected order is displayed.
Results	Allows you to (enter or view) results for an order.
Alert Results	Allows you to (enter or view) alert results for an order.
Copy	This is a shortcut that allows you to copy an order, rather than having to completely write a new order. This action is useful for when hospital policy requires that new orders be written periodically, or when orders are discontinued for ward transfers.
Print	When you select the Print action, it presents the types of printing allowed. You can print Labels or Requisitions. You can print a copy of all current orders, by service or Ward, using a pre-defined format. Each hospital can only have one format for Service Copies or Work Copies. These copies will normally be printed on a service printer.
Labels	
Work Copies	
Service Copies	
Requisitions	You can print a copy of all current orders that would appear on a patient's chart, using a pre-defined format. <b><i>Each hospital can only have one format for Chart Copies.</i></b>
Chart Copies	

## Add New Orders

The *Add New Orders* action leads to the Add Orders screen. The Add Orders screen varies widely from user to user, based on how your local coordinators have set it up to best fit your needs. You can order from many services, by individual order, by several selections separated by commas, or by a range of numbers separated by a hyphen. After completing one order, you proceed automatically to the next.

When you have finished placing orders, enter Q. You will then be prompted to sign these new orders. When the order(s) are signed, service copies print to the appropriate area(s) for action. Chart copies may print at the nurses' station/patient location.

Items with ellipses (...) after them bring up menus of available items within that category. Other orders are "quick orders." These are commonly ordered items that have been set up with pre-defined defaults, reducing the number of prompts.

### Add Orders Screen Example

**NOTE:**  
This screen  
can be  
customized for  
a user,  
specialty, or  
team by the  
Clinical  
Coordinator.

Add Orders		Mar 23, 1997 18:39:34	Page: 1 of 1
ANDERSON,H C 321-12-3456		2B	JAN 1,1951 (46) <CW>
Attend: WELBY,M		PrimCare: DEFA,T	PCTeam: CURTEAM
0 ORDER SETS...	30 PATIENT CARE...	70 LABORATORY...	
1 Patient Movement	31 Condom Catheter	71 Chem 7	
2 Diagnosis	32 Guaiac Stools	72 T&S	
3 Condition	33 Incentive Spirometer	73 Glucose	
4 Allergies	34 Dressing Change	74 CBC w/Diff	
		75 PT	
10 PARAMETERS...	40 DIETETICS...	76 PTT	
11 TPR B/P	41 Regular Diet	77 CPK	
12 Weight	42 Tube Feeding	78 CPK	
13 I & O	43 NPO at Midnight	79 LDH	
14 Call HO on		80 Urinalysis	
	50 IV FLUIDS...	81 Culture & Suscept	
20 ACTIVITY...	51 OUTPATIENT MEDS...		
21 Ad Lib	55 INPATIENT MEDS...	90 OTHER ORDERS...	
23 Bed Rest / BRP		91 EKG: Portable	
24 Ambulate TID	60 IMAGING ...		
25 Up in Chair TID	61 Chest 2 views PA&LAT	99 Text Only Order	
<b>Enter the number of each item you wish to order. &gt;&gt;&gt;</b>			
+ Next Screen	TD Set Delay ...	Q Done	
Select Item(s): Done//			

### Set Delay

The Set Delay action lets you place advance orders for admissions, transfers, or discharges. These orders will not be released until the event occurs.

Select Item(s): Done//	<b>TD</b>
(Admission)	Transfer
Discharge	(No Delay)
Delay release of orders until:	

### Quick Orders

Quick Orders allow you to enter diets, labs, meds, etc. without going through as many steps. These are types of orders that clinicians have determined to be their most commonly ordered items, with standard collection times, routes, and other conditions. To select a quick order from the AD order screen, simply enter the number shown on your Add Orders menu (other than the #s for the categories LABORATORY, MEDICATIONS, IMAGING, DIETETICS, etc.), then the conditions for the order are displayed for you to accept, edit, or cancel.

## Order Sets

Order sets are comprised of a group of related quick orders. The purpose is to minimize the number of prompts to answer for a common protocol or set of orders.

See your coordinator or the CPRS Set-Up Guide for instructions about creating order sets. If your site has created order sets (e.g., for admission orders, pre-op orders, etc.), you can select one from the Add Orders screen.

## Reviewing and Signing New Orders



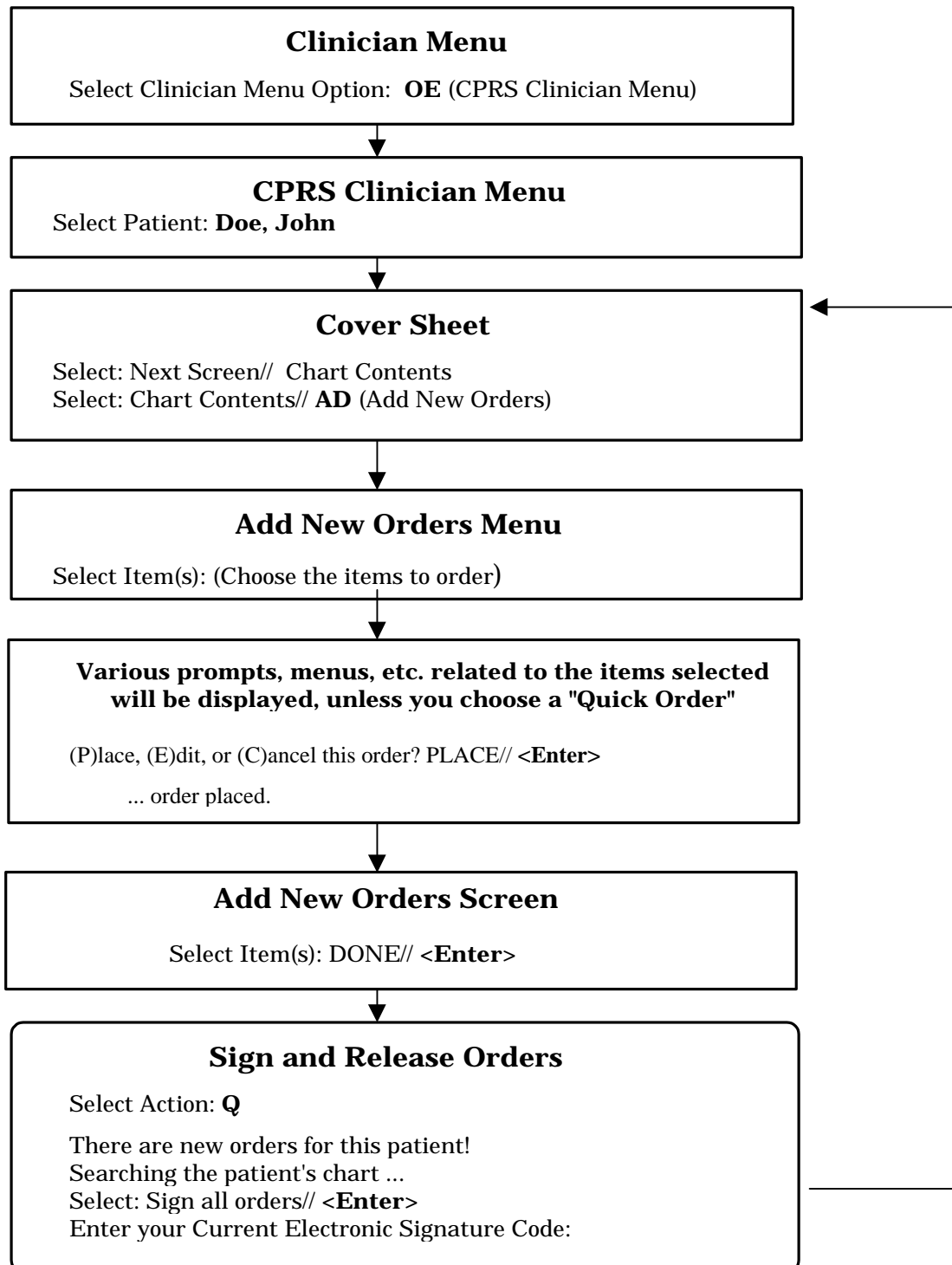
After you have entered all of your orders for a patient and you accept the default of DONE at the Select Action Prompt, you are returned to the Cover Sheet. If you enter Q to exit the patient chart, the New Orders screen is displayed and you are prompted to sign all orders you have just placed.

You can also enter RV from other screens where Review New Orders doesn't appear as an action (it's on the hidden menu). You can then sign all orders, if you wish.

New Orders		Oct 09, 1997 09:52:06		Page: 1 of 1	
ANDERSON,H C 321-12-3456 2B		JAN 1,1951 (46)		<CWA>	
Attend: WELBY,M		PrimCare: DEFA,T		PCTeam: CURTEAM	
Selected date range: None Selected					
Item Ordered	Requestor	Start	Stop	Sts	
1 >> TPR B/P QD *UNSIGNED*	GREEN,J			unr	
2 >> Ambulate TID *UNSIGNED*	GREEN,J			unr	
3 NPO Diet *UNSIGNED*	GREEN,J			unr	
4 COAGULATION (PT & PTT) BLOOD PLAS LC	GREEN,J			unr	
QD *UNSIGNED*					
5 Consult to CARDI Bedside *UNSIGNED*	GREEN,J			unr	
<b>Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>					
+ Next Screen	\$ Sign All Orders	Q	Close		
- Previous Screen	AD Add New Orders				
Select: Sign All Orders// <Enter> Sign All Orders					
Enter your Current Signature Code: (XXXX) SIGNATURE VERIFIED					
Processing orders ...					
Bed Rest / BRP active.					
CHEM 7 BLOOD SERUM LC pending...					

## Adding New Orders

### Sequence of Screens and Actions



## Ordering, by Service/Category

### Patient Movement

You can order patient movements—Admit, Transfer, Discharge, and Treating Specialty changes—with this order type.

#### Example

```
Add Patient Movement Orders Sep 03, 1997 08:13:41 Page: 1 of 1
ANDERSON,H C 321-12-3456 2B JAN 1,1951 (46) <CWA>
Attend: WELBY,M PrimCare: DEFA,T PCTeam: CURTEAM

1 Admit Patient
2 Transfer Patient
3 Discharge Patient
4 Change Treating Specialty

Enter the number of each item you wish to order. >>>
+ Next Screen TD Set Delay ... Q Done
- Previous Screen RV Review New Orders ...
Select Item(s): Done//
```

### Ordering Parameters/Activity/Patient Care Orders/Free Text

Parameters, Activity, Patient Care, and Free Text orders are different kinds of orders that are placed for nursing and ward staff to take action on. They **print only at the patient's ward/ location, and are not transmitted electronically to other Services for completion.**

Examples of these various kinds of nursing orders are:

Order type	Order
Parameters	vital signs
Activity	bed rest, ambulate, up in chair
Patient Care	skin and wound care, drains, hemodynamics
Free text	immunizations

Pre-defined nursing orders (quick orders) may be available under various sub-menus. Nursing orders may also be composed by selecting the Text Only option from the Order Screen. These orders require the ward staff to take action to complete the request.

## Patient Care Orders Example

Add Orders		Apr 08, 1997 16:20:59	Page: 1 of 1
ANDERSON, H C 321-12-3456		2B	JAN 1, 1951 (46) <CWA>
Attend: WELBY, M		PrimCare: DEFA, T	PCTeam: CURTTEAM
0 NURSING...	30 HEMODYNAMICS...	60 RESPIRATORY...	
1 Chest Tube	31 Arterial Line	61 TCDB	
2 Push Fluids	32 Arterial Sheath	62 Chest PT	
3 Neuro Check	33 Venous Sheath	63 Suction	
4 Glasgow Coma	34 Swan Ganz Catheter	64 Trach Care	
5 Guaiac Aspirate	35 Cardiac Output		
6 Guaiac Emesis		70 OXYGEN THERAPY...	
7 Urine pH	40 DRAINS...	71 O2 3lt nasal cannula	
8 Urine Spec Grav	41 Colostomy	72 O2 4lt nasal cannula	
	42 Indwelling Urinary	73 Mask 35 per cent	
20 SKIN & WOUND...	43 Hemovac	74 Mask 40 per cent	
21 Cold Packs	44 Ileostomy	75 Mask 50 per cent	
22 Warm Packs	45 Jackson Pratt	76 Ventilator	
23 Warm Soaks	46 Nasogastric		
24 Air Mattress	47 Penrose		
25 Water Mattress	48 Rectal Tube		
26 Sheepskin	49 Urostomy	99 Text Only Order	
Enter the number of each item you wish to order.			>>>
+ Next Screen	TD Set Delay ...	Q Done	
Select Item(s): Done//			

## Ordering Diets

1. Select 40, Dietetics, from the Add Orders screen.
2. Enter the number (1) from the list of diet options.
3. At the Diet prompt, type in the specific diet. A Diet prompt appears which provides for combination diets. Each combination is entered separately, e.g. Low Sodium <Enter> High protein <Enter>. If additional types are not desired, press <Enter>.
4. Enter the Effective date/time. (Automatically defaults to NOW.)
5. Enter the Expiration date/time. (Usually +28D for Med. and Psych. and +84D for EC)
6. Indicate the Delivery type. (Defaults to the unit's specific policy.)
7. The order displays. Select Edit, Cancel, or Place.

**NOTE:** If you enter a diet request after routine meal times, you will automatically be prompted for a late tray. If needed, select the time of delivery.

**NOTE:**  
Press <Enter>  
after you enter  
each response.

## Ordering Outpatient Medications

---

1. Select Outpatient Meds from your Add Order Screen (AD).
2. Type in the medication name.
3. Select the medication formulation.
4. Choose the dispense drug.

**NOTE: Dispense drug is optional, but for Order Checking to occur, it must be entered.**

5. Enter instructions for Take by typing in **# of units** to be taken.
6. Enter Route. (Automatically defaults to the common route for this drug).
7. Enter Duration. This prompt may be bypassed by pressing <Enter>. Answer this prompt **only** if the prescription dose or duration is limited to a certain number of days and **will not** be renewed or otherwise continued, e.g., ascending/descending dosages and time-limited meds such as antibiotics.
8. Enter another # of units at the next Take prompt if this prescription is for ascending/descending doses, or if the # of units is different for administration times, e.g., Take 2 in the morning and Take 4 at bedtime. **Otherwise**, Press <Enter>.
9. Enter the dispense Quantity needed. For Discharge medications, calculate the units to be dispensed (one month's supply if no duration). For a Pass, type in exact #, based on duration.
10. Enter Refills. This prompt must be answered. Enter 0 if no refills are desired. Enter the method of delivery (WINDOW (automatic default), clinic or mail).
11. The prescription displays. Select Edit, Cancel, or Place. If provider comments are desired, edit the order and answer the prompts accordingly.
12. Respond Y or N for another request.

## Ordering Inpatient Meds

---

1. Select Inpatient Meds from the Add Order Screen (AD).
2. Type in the medication name.
3. Select the medication formulation.
4. Choose the dispense drug. (optional, but required for order checking)
5. Type in the **total dosage** desired using **Uppercase**, e.g., **325MG**.
6. Enter Route. (Automatically defaults to the common route for this drug).
7. Enter schedule, e.g., QID. Now select the routine administration times for the schedule, e.g., 9a-1p-5p-9p. Use caution when entering schedule. **Use ALL uppercase, Use H for hour(s), and leave a space between time and PRN, e.g., Q4-6H PRN.**
8. Type in provider comments, if any, e.g., X 7 days, or special instructions.
9. The order displays. Select Edit, Cancel, or Place.
10. Answer Y or N for another request.

☞**Hint:** Separate orders are required for meds with different dosages, such as 2 MG AM and 4 MG HS.

## Ordering IV Fluids

---

1. Select IVs from the Add Order Screen (AD).
2. Available options are displayed; for example:
  - IV FLUIDS (WITH ADMIXTURE)...
  - IV MEDS...
  - [others, e.g., IV FLUIDS (NO ADDITIVES)...
3. A fluid with NO ADDITIVE leads to the free text/word-processing screen for order entry.
4. A fluid with an ADMIXTURE leads to the IV pharmacy package.
  - a. Type in fluid desired (Use ?? for available selections). Entering a BASE fluid, i.e., D5, produces a fluid selection list containing that base.
  - b. Enter Volume of fluid if different from default.
  - c. Enter Additive by typing in the name of the additive.
  - d. Additive will again be prompted for to allow for additional additives. Bypass by pressing <Enter> if no other additives are desired.
  - e. Enter infusion rate in number(s) only. The numeric indicates the rate in cc/hr. Pharmacy uses ML/HR.



- f. Enter provider comments if desired, e.g. -- # of days or special instructions, e.g. MVI in one bag per day. **NOTE**-Placing the name of an additive as a comment **DOES NOT** constitute a valid order unless it is also entered at the Additive prompt.
- g. The order displays. Select Edit, Cancel, or Place.
- h. Respond Y or N to the prompt for another request.

☞**NOTE:** An IV MEDICATION leads to the Inpatient Medication package. Answer these prompts like any other inpatient medication.

## Ordering Imaging or Radiology Exams

---

1. Select the radiology procedure from the Common Radiology Procedure List by entering the appropriate number. This list automatically displays (enter ?? for additional choices).
2. Enter Modifier(s) if appropriate, e.g., Right, Portable (enter ?? for a complete list of choices).
3. Enter a Reason for the Request.
4. The order displays. Select Edit, Cancel, or Place.
5. Respond Y or N to the prompt for Another Request.

## Ordering Labs

---

1. Enter the name of the lab tests desired.
2. Choose the method of collection —Send to Lab, Ward Collect and Deliver, Lab Blood Team, or Immediate Collect by Lab Team.
3. Enter the collection date and time, e.g., T+3@0500, or Now.
4. Enter the Urgency.
5. Enter how often. (**NOTE:** If you select that this order will be done multiple times, a + will appear in front of the Lab order on the Orders screen).
6. The choices you have made are displayed.
7. Choose place, edit, or cancel.

🔔 **NOTE:** An Order Check notice such as the following might appear. This notice states that an order is a duplicate of a previously placed order for this patient. You have the option to place, edit, or cancel the order, based on this information.

```
Order Checks:
>>> Duplicate order: GLUCOSE TOLERANCE (URINE) URINE WC [UNRELEASED]

(P)lace, (E)dit, or (C)ancel this order? PLACE// c CANCEL
... order cancelled.
```

## Ordering Consults & Procedures

---

1. Select 90, Other Orders, from the Add Orders screen.
2. Enter the service/specialty you're requesting the consultation from.

3. Enter the reason for the request.
4. Specify whether the service rendered will be on an inpatient or outpatient basis.
5. Enter the urgency for the consultation (stat, routine, within 48 hours, or within 72 hours).
6. Enter the place of Consultation (bedside or consultant's choice).
7. Enter the provisional diagnosis.
8. A list of the categories and their responses is displayed; verify or edit these by selecting Place, Edit, or Cancel.
9. You can now add another consult order or exit.

# Meds

You can review and order Meds either through the Meds tab in Chart Contents or through the Add New Orders option on the Orders tab.

## Example

Cover Sheet		Apr 30, 1997 16:07:59		Page: 1 of 2	
BUD,ROSE 355-67-1996		2B		MAR 5,1949 (48) <A>	
Attend: WELBY,M		PrimCare: DEFA,T		PCTeam: CURTTEAM	
Item	Entered				
Allergies/Adverse Reactions					
1	STRAWBERRIES (hives)	03/10/95			
2	Severe reaction to CODEINE (nausea,vomiting, diarrhea)	04/06/95			
3	DUST (rash)	01/24/96			
4	PENNTUSS (itching,watering eyes, nausea,vomiting, diarrhea, drowsiness, hypotension)	01/16/97			
5	RADIOLOGICAL/CONTRAST MEDIA (nausea,vomiting)	04/17/97			
Patient Postings					
<None>					
Recent Vitals					
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>					
NW	Document New Allergy	CV	(Change View ...)	SP	Select New Patient
AD	Add New Orders	CC	Chart Contents ...	Q	Close Patient Chart
Select: Next Screen// <b>cc</b>					
Cover Sheet		Orders	Imaging	Reports	
Problems		Meds	Consults		
Notes		Labs	D/C Summaries		
Select chart component: <b>M</b>					
Searching for the patient's chart ...					

Active Inpatient Medications		Apr 30, 1997 16:05:06		Page: 1 of 2	
BUD,ROSE 355-67-1996		2B		MAR 5,1949 (48) <A>	
Attend: WELBY,M		PrimCare: DEFA,T		PCTeam: CURTTEAM	
Medication	Stop Date/Time	Status			
1	QUINIDINE TAB	pending			
Give: 200MG PO ONCE					
2	CIMETIDINE TAB	pending			
Give: 300MG PO BID					
3	WARFARIN TAB	pending			
Give: 10MG PO BID					
4	GLIPIZIDE TAB	pending			
Give: 5MG PO BID					
5	PENICILLIN TAB	pending			
Give: 250MG PO BID					
6	0.9% NaCl 250 ML 50 ml/hr	pending			
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>					
NW	Order New Meds	CV	Change View ...	SP	Select New Patient
AD	Add New Orders	CC	Chart Contents ...	Q	Close Patient Chart
+ Next Screen					
Select: Next Screen// <b>1</b>					

## Meds, cont'd

Active Inpatient Medications			Apr 30, 1997 16:11:42	Page: 1 of 2
BUD,ROSE	355-67-1996	2B	MAR 5,1949 (48)	<A>
Attend: WELBY,M		PrimCare: DEFA,T	PCTeam: CURTEAM	
	Medication	Stop Date/Time	Status	
1	QUINIDINE TAB Give: 200MG PO ONCE		pending	
2	CIMETIDINE TAB Give: 300MG PO BID		pending	
3	WARFARIN TAB Give: 10MG PO BID		pending	
4	GLIPIZIDE TAB Give: 5MG PO BID		pending	
5	PENICILLIN TAB Give: 250MG PO BID		pending	
6	0.9% NaCl 250 ML 50 ml/hr		pending	
7	ASPIRIN TAB Give: 325MG PO PRN		pending	
8	CEFTRIAXONE 2 GM in DEXTROSE 20% 1666 ML 70 ml/hr		pending	
+ Enter the numbers of the items you wish to act on. >>>				
Change		Discontinue	Transfer to Outpt	Detailed Display
Renew		Hold	Copy	
Select Action: det Detailed Display				

## Meds Detailed Display

Medication Display		Apr 30, 1997 16:15:19		Page: 1 of 1	
BUD,ROSE	355-67-1996	2B		MAR 5,1949 (48)	<A>
IV Fluid					
Solution:		DEXTROSE 20% 1666 ML			
Additive:		CEFTRIAXONE 2 GM			
Infusion Rate:		70 ml/hr			
Start Date:					
Stop Date:					
Status:		PENDING			
Order #8740					
+ Enter the numbers of the items you wish to act on. >>>					
+ Next Screen		UP	Up a Line	ADPL Auto Display(On/Off)	
- Previous Screen		DN	Down a Line	PS Print Screen	
FS First Screen		GO	Go to Page	PL Print Data	
LS Last Screen		SL	Search List	Q Close	
Select Action: Close//					

## Meds Change View

Change View in Meds lets you change your view from Inpatient to Outpatient or to change the date range.

```
Select: Next Screen// CV    Change View ...
      Date range                Save as Preferred View
      List Outpatient Meds      Remove Preferred View

Select attribute(s) to change: L List Outpatient Meds
```

```
Outpatient Medications    Apr 30, 1997 17:18:05    Page: 1 of 1
BUD,ROSE 355-67-1996      2B                MAR 5,1949 (48)  <A>
Attend: WELBY,M    PrimCare: DEFA,T    PCTeam: CURTEAM

Medication                Expires Status      #Rem
1 WARFARIN 2.5MG          04/29/98 active         4
  Sig: TAKE 1 TABLET(S) 2-3 TIMES A DAY AS
    NEEDED
2 AMINOPHYLLINE 100MG     03/28/98 suspended    0
  Sig: TAKE 2 TABLETS FOUR TIMES A DAY FOR
    60 DAYS

+ Enter the numbers of the items you wish to act on. >>>
NW Order New Medications CV Change View ... SP Select New Patient
IV Order New IV Fluids CC Chart Contents ... Q Close Patient Chart
+ Next Screen
Select: Chart Contents//
```



# Labs

You can review and order Labs either through the Labs tab in Chart Contents or through the Add New Orders option on the Orders tab.

Cover Sheet		Mar 23, 1997 18:36:36	Page: 1 of 2
ANDERSON,H C 321-12-3456 2B JAN 1,1951 (46) <CW>			
Attend: WELBY,M PrimCare: DEFA,T PCTeam: CURTEAM			
Item	Entered		
<u>Allergies/Adverse Reactions</u>			
1	Moderate reaction to STRAWBERRIES (rash)	10/23/95	
<u>Patient Postings</u>			
2	CRISIS NOTE	02/24/97 08:28	
3	CLINICAL WARNING	01/15/97	
<u>Recent Vitals</u>			
	B/P: 120/80	02/24/97 11:45	
	Ht: 70	02/24/97 11:45	
	Pulse: 80	02/24/97 11:45	
<u>Immunizations</u>			
	Tuberculosis.	02/24/97 12:00	
<b>+ Enter the numbers of the items you wish to act on.</b>			
Cover Sheet	Orders	Imaging	Reports
Problems	Meds	Consults	
Notes	Labs	D/C Summaries	
Select chart component: <b>L</b> Labs			
Searching for the patient's chart ...			

Lab Cumulative Display		Apr 08, 1997 17:23:59	Page: 1 of 3
ANDERSON,H C 321-12-3456 2B JAN 1,1951 (46) <CWA>			
Attend: WELBY,M PrimCare: DEFA,T PCTeam: CURTEAM			
---- CHEM PROFILE ----			
SERUM	04/02/97 04/02/97	Reference	
	17:03 16:58	Units	Ranges
-----			
CREAT		mg/dL	.9-1.4
BUN		mg/dL	11-24
GLUCOSE	1666 H*	mg/dL	60-123
NA		meq/L	135-145
K		meq/L	3.8-5.3
CL		meq/L	100-108
CO2		meq/L	23-31
CA		mg/dL	9-11
PO4		mg/dL	2.2-3.9
URIC AC		mg/dL	4.2-8.5
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>			
NW Order New Lab Tests CV Change View ... SP Select New Patient			
+ Next Screen CC Chart Contents ... Q Close Patient Chart			
Select: Next Screen//			



## Lab Change View

Change View in Lab lets you change the date range to be displayed, to go to a specific section of Lab to see results, or to use a list format for display. Examples of the Go To a Section and List Format are shown here.

<b>Lab Cumulative Display</b>		Apr 09, 1997 07:50:15		Page: 1 of 3	
ANDERSON,H C 321-12-3456		2B		JAN 1,1951(46) <CWA>	
Attend: WELBY,M		PrimCare: DEFA,T		PCTeam: CURTEAM	
----- CHEM PROFILE -----					
SERUM	04/02/97 17:03	04/02/97 16:58	Units	Reference Ranges	
-----			-----		
CREAT			mg/dL	.9-1.4	
BUN			mg/dL	11-24	
GLUCOSE	1666 H*		mg/dL	60-123	
NA			meq/L	135-145	
K			meq/L	3.8-5.3	
CL			meq/L	100-108	
CO2			meq/L	23-31	
CA			mg/dL	9-11	
PO4			mg/dL	2.2-3.9	
URIC AC			mg/dL	4.2-8.5	
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>					
NW	Order New Lab Tests	CV	Change View ...	SP	Select New Patient
AD	Add New Orders	CC	Chart Contents ...	Q	Close Patient Chart
Select: Next Screen// <b>CV</b>					

### Go To a Section Example:

Select: Next Screen// <b>CV</b>	Change View ...	
Date range	Go to Section	Remove Preferred View
Use list format	Save as Preferred View	
Select attribute(s) to change: <b>G</b> Goto a Section		
Select Lab Section: <b>?</b>		
Enter the lab section from which to wish to see results; the display will scroll to the top of the selected section.		
Select Lab Section: ??		
Choose from:		
BLOOD BANK		
CHEM PROFILE		
MICROBIOLOGY		
Select Lab Section: <b>B</b> BLOOD BANK		

## Labs, cont'd

### Go To a Section Example, cont'd:

<b>Lab Cumulative Display</b>		Apr 09, 1997 07:53:02		Page: 3 of 3	
ANDERSON,H C 321-12-3456		2B		JAN 1,1951 (46) <CWA>	
Attend: WELBY,M		PrimCare: DEFA,T		PCTeam: CURTTEAM	
+					
----- BLOOD BANK -----					
ABO Rh: A POS					
Unit assigned/xmatched:		Exp date		Loc	
1) V11111 CPDA-1 RED BLOOD CE A POS		APR 28, 1995		Blood Bank	
Component requests		Units Request date		Date wanted Requestor By	
CPDA-1 RED BLOOD CELLS		4 03/29/95 16:33		03/29/95 16:33 KIL DM	
ACD-A RED BLOOD CELLS		2 02/22/95 16:29		02/23/95 08:00 BOB DM	
Date/time		ABO Rh		--- AHG(direct) ---   ---AHG(indirect)-	
-----		---		POLY IgG C3 Interpretation (Antibody screen)	
-----		---		-----	
<b>Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>					
NW Order New Lab Tests		CV Change View ...		SP Select New Patient	
AD Add New Orders		CC Chart Contents ...		Q Close Patient Chart	
Select: Chart Contents// <b>CV</b>					
Date range		Go To a Section		Use list format	
Select attribute(s) to change: U Use list format					
Searching for the patient's chart ...					

### Use List Format Example:

<b>Lab Tests</b>		Apr 09, 1997 07:53:56		Page: 1 of 1		
ANDERSON,H C 321-12-3456		2B		JAN 1,1951 (46) <CWA>		
Attend: WELBY,M		PrimCare: DEFA,T		PCTeam: CURTTEAM		
Test	Result	Units	Range	Collected	Accession	Sts
CHEMISTRY/HEMATOLOGY						
1	GLUCOSE	1666 H* mg/dL	60-123	2970402.1703	CH 0402 14	F
Comment: ~For Test: GLUCOSE ~COMMENT ON						
GLUC						
2	MG	33 H mg/dL	2-2.6	2970402.16582	CH 0402 13	F
<b>Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>						
NW Order New Lab Tests		CV Change View ...		SP Select New Patient		
AD Add New Orders		CC Chart Contents ...		Q Close Patient Chart		
Select: Chart Contents//						



# Consults

## Enter, Edit, and Review Consult and Procedure Requests

You can enter, edit, and review consult and procedure requests through CPRS.

1. Go into the Clinician Menu and select OE for CPRS Clinician Menu.
2. The patient selection screen appears, with your personal patient list if you've created one (through Personal Preferences).
3. Select a patient from the list, or enter another one.
4. The Cover Sheet for this patient appears.

### Example

Item	Entered
<u>Allergies/Adverse Reactions</u>	
1 Moderate reaction to STRAWBERRIES (rash)	10/23/95
2 Severe reaction to PENICILLIN (nausea,vomiting, diarrhea)	11/06/95
<u>Patient Postings</u>	
3 CRISIS NOTE	02/24/97 08:28
<u>Recent Vitals</u>	
B/P: 120/80	02/24/97 11:45
Ht: 70	02/24/97 11:45
<u>Immunizations</u>	
Tuberculosis.	02/24/97 12:00

**+ Enter the numbers of the items you wish to act on.**

NW Document New Allergy CV (Change View ...) SP Select New Patient  
 + Next Screen CC Chart Contents ... Q Close Patient Chart  
 AD Add New Orders  
 Select: Next Screen// CC

Page 1 of 2 tells you that another screen of information is available. Press Enter to see it.

<CW> means this patient has Cautions and Warning. CWAD are displayed here in these brackets.

5. Choose Chart Contents and then Consults (**Shortcut: CC;CONS**).
6. The Consults screen appears with a list of consults for this patient, and possible actions you can perform at this time (e.g., .order a new consult or procedure).

Consults/Requests		Aug 26, 1997 09:05:27		Page: 1 of 2	
ANDERSON,H C 321-12-3456		2B		JAN 1,1951 (46) <CWA>	
Attend: WELBY,M		PrimCare: DEFA,T		PCTeam: CURTTEAM	
Selected date range: None Selected					
Consult/Procedure	Requested	Status			
1 PULMONARY Consult	08/21/97 10:40	active			
2 Electrocardiogram	07/21/97 14:47	complete			
3 NEUROLOGY Consult	07/17/97 09:16	pending			
4 Electrocardiogram	06/19/97 04:10	complete			
5 CARDIOLOGY Consult	06/05/97 15:54	complete			
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>					
NW	Order New Consult	CV	Change View ...	SP	Select New Patient
NP	Order New Procedure	CC	Chart Contents ..Q		Close Patient Chart
+ Next Screen					
Select: Next Screen//					

7. You can also see more details about any of the consults listed, view results for completed consults, or you can print the Consult Form 513, by entering the number of one of the consults and then the appropriate action's initial.

Select: Chart Contents// 1		
Detailed Display	Results Display	Print Consult Form 513
Select Action: D		

Consult/Procedure Display		Aug 26, 1997 09:15:57		Page: 1 of 2	
ANDERSON,H C 321-12-3456		2B		JAN 1,1951 (46) <CWA>	
Attend: WELBY,M		PrimCare: DEFA,T		PCTeam: CURTTEAM	
<b>PULMONARY Consult</b>					
Current Inpatient/Outpatient: Inpatient					
Ward:		2B			
Eligibility:		SC VETERAN			
To Service:		PULMONARY			
From Service:					
Provisional Diagnosis:		R/O ASTHMA/COPD			
Reason For Request:		Test Mr. Anderson's lung capacity			
Status:		ACTIVE			
ATTENTION:		RUSSELL,JOEL			
Urgency:		Routine			
<b>+ Enter ? for more help. &gt;&gt;&gt;</b>					
+	Next Screen	UP	Up a Line	ADPL	Auto Display(On/Off)
-	Previous Screen	DN	Down a Line	PS	Print Screen
FS	First Screen	GO	Go to Page	PL	Print Data
LS	Last Screen	SL	Search List	Q	Close
Select action: Next Screen// <Enter>					

<b>Consult/Procedure Display</b>		Aug 26, 1997 09:21:34	Page: 2 of 2
ANDERSON,H C	321-12-3456	2B	JAN 1,1951 (46) <CWA>
Attend: WELBY,M	PrimCare: DEFA,T	PCTeam: CURTEAM	

```

+
Request Activity   Date/Time           Ordering Clinician   Entered By
ENTERED IN OE/RR  08/21/97 10:40     HOWSER,DOOGEY       HOWSER,DOOGEY
RECEIVED          08/21/97 11:07     RUSSELL,JOEL        RUSSELL,JOEL
===== END =====

```

```

Enter ? for more help. >>>
+   Next Screen      UP   Up a Line          ADPL Auto Display(On/Off)
-   Previous Screen  DN   Down a Line        PS   Print Screen
FS  First Screen     GO   Go to Page         PL   Print Data
LS  Last Screen      SL   Search List       Q    Close

Select Action: Close//

```

## Results Display

<b>Consult/Procedure Display</b>		Aug 30, 1997 09:02:16	Page: 1 of 2
ANDERSON,H C	321-12-3456	2B	JAN 1,1951 (47) <CWA>
Attend: WELBY,M	PrimCare: DEFA,T	PCTeam: CURTEAM	

PULMONARY Consult

-----

At the time I went to examine Mr. Anderson, he was acutely broncho-spastic and in moderately severe respiratory distress. I had him deliver a puff of albuterol with an Aerochamber; his technique was poor. I then instructed him and delivered an additional four puffs, which he did with good technique. He was improved and with a clear lung exam within a few seconds (though wheezes were still present on forced expiration).

Mr. Anderson regimen is lacking in inhaled corticosteroids. Recognizing that asthma is an inflammatory process, inhaled steroids are important

```

+   Enter ? for more help.
+   Next Screen      UP   Up a Line          ADPL Auto Display(On/Off)
-   Previous Screen  DN   Down a Line        PS   Print Screen
FS  First Screen     GO   Go to Page         PT   Print Data
LS  Last Screen      SL   Search List       Q    Close

```

Select action: Next Screen// <Enter>

ANDERSON,H C      321-12-3456      2B      JAN 1,1951 (47)      <CWA>  
 Attend: WELBY,M      PrimCare: DEFA,T      PCTeam: CURTTEAM

PULMONARY Consult

in controlling the inflammatory response. My practice for severely out-of-control asthmatics is to use high-dose inhaled steroids, typically vanceril, 16 puffs qid, with a spacing device such as the Aerochamber. I would institute such a regimen while he is here.

If you like, you may refer Mr. Anderson to my clinic after discharge.

/es/Doogey Howser, MD Date: SEP 02, 1997

```
+      Enter ? for more help.
```

+	Next Screen	UP	Up a Line	ADPL	Auto Display(On/Off)
-	Previous Screen	DN	Down a Line	PS	Print Screen
FS	First Screen	GO	Go to Page	PT	Print Data
LS	Last Screen	SL	Search List	Q	Close

Select action: Next Screen//

8. You can now print a 513, order new consults or procedures, return to Chart Contents, select a new patient, or exit from the patient's chart.

**NOTE:** Occasionally a consult result is linked to the wrong consult. Information on how to make corrections is contained in the Consult/Request Tracking documentation.

## Edit/Resubmit a Cancelled Consult

CPRS now has a new option to edit and resubmit cancelled consult requests in addition to the ability to do this from an alert. If a consult has been cancelled, the ordering provider or a Consults update user can resubmit a consult or first edit the consult request and then resubmit it.

1. Go into the Clinician Menu and select OE for CPRS Clinician Menu.
2. The patient selection screen appears, with your personal patient list if you've created one (through Personal Preferences).
3. Select the patient with the cancelled consult from the list.
4. The Cover Sheet for this patient appears.
5. Choose Chart Contents and then Consults (**Shortcut: CC;CONS**).
6. Select the consult that was cancelled and choose Edit/Resubmit.

All Consults	May 23, 2001@13:51:59	Page:	1 of 7
APPLESEED, JOHNNY	466-68-0999	2B M	4/30/44(57)
Attend: JONES, AKA	PrimCare: UNKNOWN	PCTeam:	
<CWAD>			
Consult/Procedure	Requested	No.	Status
1 CARDIOLOGY Cons	05/23/01	1957	cancelled
2 CARDIOLOGY Cons	05/23/01	1956	cancelled
3 CARDIOLOGY Cons	05/23/01	1955	cancelled
4 CARDIOLOGY Cons	05/21/01	1953	cancelled
5 CARDIOLOGY Cons	05/21/01	1952	cancelled
6 Holter Monitoring CARDIOLOGY Cons	08/31/00	1748	discontinued
7 CARDIOLOGY Cons	08/31/00	1747	discontinued
8 CARDIOLOGY Cons	08/31/00	1746	discontinued
9 GASTROENTEROLOGY Cons	08/31/00	1745	complete
10 GASTROENTEROLOGY Cons	08/31/00	1744	complete
11 CARDIOLOGY Cons	03/28/00	1704	complete
+ Enter the numbers of the items you wish to act on.			
NW Order New Consult ... CV Change View ...	SP Select New Patient		
AD Add New Orders CC Chart Contents ...	Q Close Patient Chart		
Select: Next Screen// 1			

Add Comment	Results Display	Edit/Resubmit
Detailed Display	Print Form 513	
Select action: E		



7. If you need to edit the consult, select ED Edit A Field.
8. Choose the number of the field you want to edit and then make the appropriate change.

```

Edit Consult Order          May 23, 2001@13:59:40          Page:    1 of    3
Edit Consult for Patient APPLESEED,JOHNNY  Consult Number: 1957
Sending Provider: JONES, AKA

  Field Name                Current Field Contents
  CURRENT STATUS: (Not Editable): CANCELLED
  CANCELLED BY (Not Editable): SMITH, DOE
  CANCELLED COMMENT (Not Editable):
Doe Smith Canceled these consults because Dr. Aka Jones did not provide enough
information.
-----
SENDING PROVIDER (Not Editable): JONES, AKA
REQUEST TYPE (Not Editable): Consult
-----

  TO SERVICE (Not Editable): CARDIOLOGY

1 PROCEDURE:
2 Performed as INPT OR OUTPT: Inpatient
3 URGENCY: Within 48 hrs
4 PLACE OF CONSULTATION: Consultant's choice
+      Enter ?? for more actions

ED Edit A Field            RS ReSubmit Consult
Select Item/Action:Next Screen// ED    Edit A Field
Select the fields to edit: 4
Place of Consultation: Consultant's choice// BED    Bedside

```

9. When the consult is now as you want it, choose RS ReSubmit Consult.



# Imaging

You can review Radiology results by choosing the Imaging tab in Chart Contents or by selecting Results Reporting from the Clinician menu. You can also order new tests through the Imaging tab or by going through the Add New Orders option on the Orders tab.

## To review Radiology Results:

1. After selecting a patient, select Chart Contents and then the Imaging tab.

2 The following screen appears:

Cover Sheet		Mar 27, 1997 16:10:11	Page: 1 of 2
HOOD,ROBIN	603-04-2591P	2B/9-B	APR 25,1931 (65) <WAD>
Attend: WELBY,M	PrimCare: DEFA,T	PCTeam: CURTEAM	
Item	Entered		
<u>Allergies/Adverse Reactions</u>			
1	Moderate reaction to STRAWBERRIES (rash)	10/23/95	
2	Severe reaction to PENICILLIN (nausea,vomiting, diarrhea)	11/06/95	
<u>Patient Postings</u>			
3	CRISIS NOTE	02/24/97 08:28	
4	CLINICAL WARNING	01/15/97	
<u>Recent Vitals</u>			
B/P:	120/80	02/24/97 11:45	
Ht:	70	02/24/97 11:45	
Pulse:	80	02/24/97 11:45	
<u>Immunizations</u>			
Tuberculosis.		02/24/97 12:00	
+ Enter the numbers of the items you wish to act on. >>>			
Cover Sheet	Orders	Imaging	Reports
Problems	Meds	Consults	
Notes	Labs	D/C Summaries	
Select chart component: <b>I</b> IMAGING			

3. The Imaging Procedures screen appears:

Imaging Procedures		Apr 09, 1997 08:16:31	Page: 1 of 1
HOOD,ROBIN	603-04-2591P	2B/9-B	APR 25,1931 (65) <WAD>
Attend: WELBY,M	PrimCare: DEFA,T	PCTeam: CURTEAM	
Procedure	Exam Date	Report Status	
1 CHEST & ABDOMEN CT	07/01/96 11:08	No Report	
2 CA ULTRA	06/11/96 14:27	No Report	
10 UPPER GI + SMALL BOWEL *ABNORMAL*	05/05/96 13:56	Verified	
Enter the numbers of the items you wish to act on. >>>			
NW Order New Procedures CV Change View ... SP Select New Patient			
+ Next Screen CC Chart Contents ... Q Close Patient Chart			
Select: Chart Contents//			

## Imaging, cont'd

### Change View

The Change View action in Imaging lets you change your view to a different date range or a smaller number of items.

```
Select: Chart Contents// CV   Change View ...
      Date range              Maximum # of items

Select attribute(s) to change: M   Maximum # of items
Maximum # of items to display: 5
Searching for the patient's chart ...
```

```
Imaging Procedures      Apr 09, 1997 08:22:37      Page: 1 of 1
HOOD,ROBIN      603-04-2591P      2B/9-B      APR 25,1931 (65)  <WAD>
Attend: WELBY,M      PrimCare: DEFA,T      PCTeam: CURTTEAM
```

	Procedure	Exam Date	Report Status
1	CHEST & ABDOMEN CT	07/01/96 11:08	No Report
2	CA ULTRA	06/11/96 14:27	No Report
3	FOOT 3 OR MORE VIEWS	06/11/96 14:25	No Report
4	ABDOMEN & PELVIS W & WO IV CONTRAST *ABNORMAL*	06/09/96 10:11	Verified
5	HAND 1 OR 2 VIEWS *ABNORMAL*	06/05/96 13:05	Verified

**Enter the numbers of the items you wish to act on. >>>**

```
NW Order New Procedures CV Change View ...   SP Select New Patient
+ Next Screen      CC Chart Contents ...   Q Close Patient Chart
```

```
Select: Chart Contents//
```

## D/C Summaries

You can review, edit, and write new Discharge Summaries through CPRS.

1. Select D/C Summaries from Chart Contents.
2. If one or more Discharge Summaries are listed, select a number of one you wish to review or take action on. If you pick Detailed Display, the entire Discharge Summary is displayed (screen-by-screen) in the List Manager list area.

<b>Completed Discharge Summaries</b>		Mar 23, 1997 18:51:40	Page: 1 of 1
ANDERSON,H C	321-12-3456	2B	JAN 1,1951 (46) <CW>
Attend: WELBY,M	PrimCare: DEFA,T	PCTeam: CURTEAM	
Title	Date	Sig	Status
1 Discharge Summary	01/28/97		completed
<b>Enter the numbers of the items you wish to act on</b>			
NW Write New Summary	CV Change View ...	SP Select New Patient	
AD Add New Orders	CC Chart Contents ...	Q Close Patient Chart	
Select: Chart Contents// 1			

3. New actions are displayed on the screen; select one of these.

<b>Discharge Summaries</b>		Apr 17, 1997 16:57:05	Page: 1 of 1
ANDERSON,H C	321-12-3456	2B	JAN 1,1951 (46) <CWA>
Attend: WELBY,M	PrimCare: DEFA,T	PCTeam: CURTEAM	
Title	Date	Author	SigSt
1 Discharge Summary	04/07/97	HOWSER,D	compl
<b>Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>			
Edit	Detailed Display	Identify signers	
Make Addendum	Browse	Copy	
Sign	Print	Delete	
Select Action: <b>det</b>			

## D/C Summaries, cont'd

### Discharge Summary Detailed Display Example

<b>Discharge Summary Display</b>		Apr 17, 1997 17:24:30	Page: 1 of 33
ANDERSON,H C	321-12-3456	2B	JAN 1,1951 (46) <CWA>

    DICT DATE: APR 07, 1997                    ENTRY DATE: APR 08, 1997@10:07:15  
    DICTATED BY: HOWSER,DOOGEY                ATTENDING: RUSSELL,JOEL  
    URGENCY: routine                            STATUS: COMPLETED

DIAGNOSIS:

1. Status post head trauma with brain contusion.
2. Status post cerebrovascular accident.
3. End stage renal disease on hemodialysis.
4. Coronary artery disease.
5. Congestive heart failure.
6. Hypertension.
7. Non insulin dependent diabetes mellitus.
8. Peripheral vascular disease, status post thrombectomies.

**+ Enter ? for more help. >>>**

+ Next Screen	UP Up a Line	PS Print Screen
- Previous Screen	DN Down a Line	PL Print Data
FS First Screen	GO Go to Page	Q Close
LS Last Screen	SL Search List	

Select Action: Next Screen// **<Enter>**

<b>Discharge Summary Display</b>		Apr 17, 1997 17:25:30	Page: 2 of 33
ANDERSON,H C	321-12-3456	2B	JAN 1,1951 (46) <CWA>

    9. Diabetic retinopathy.

    10. Below knee amputation.

    11. Chronic anemia.

OPERATIONS/PROCEDURES: None.

HISTORY OF PRESENT ILLNESS:

Patient is a 49-year-old, white male with past medical history of end stage renal disease, peripheral vascular disease, status post BKA, coronary artery disease, hypertension, non insulin dependent diabetes mellitus, diabetic retinopathy, congestive heart failure, status post CVA, status post thrombectomy admitted from Anytown VA after a fall from his wheelchair in the hospital. He had questionable short lasting loss of consciousness but patient is not very sure what has happened. He denies headache, vomiting, vertigo. On admission patient had CT scan which showed a small area of parenchymal hemorrhage in the right temporal lobe which is most likely consistent with hemorrhagic contusion without mid line shift or incoordination.

ACTIVE MEDICATIONS: Isordil 20 mgs p.o. t.i.d., Coumadin 2.5 mgs p.o. qd, ferrous sulfate 325 mgs p.o. b.i.d., Ativan 0.5 mgs p.o. b.i.d., Lactulose 15 ccs p.o. b.i.d., Calcium carbonate 650 mgs p.o. b.i.d. with food, Betoptic 0.5% ophthalmologic solution gtt OU b.i.d., Nephrocaps 1 tablet p.o. qd, Pilocarpine 4% solution 1 gtt OU b.i.d., Compazine 10 mgs p.o. t.i.d. prn nausea, Tylenol 650 mgs p.o. q4 hours prn.

Patient is on hemodialysis, no known drug allergies.

PHYSICAL EXAMINATION: Patient had stable vital signs, his blood pressure was

**+ Enter ? for more help. >>>**

+ Next Screen	UP Up a Line	PS Print Screen
- Previous Screen	DN Down a Line	PL Print Data
FS First Screen	GO Go to Page	Q Close
LS Last Screen	SL Search List	

Select Action: Next Screen//**Q**

# Reports

You can view or print reports and results from either the Results Reporting option on the Clinician Menu or from the Reports tab on the Chart Contents screen. The Reports tab only lets you print for individual patients. The RR option lets you select more than one patient at a time.

## Reports Tab Example:

**Shortcut:** Select CC;R

<b>Cover Sheet</b>		Mar 27, 1997 17:41:44	Page: 1 of 2
ANDERSON,H C	321-12-3456	2B	JAN 1,1951 (46) <CWA>
Attend: WELBY,M	PrimCare: DEFA,T	PCTeam: CURTEAM	

Item	Entered
<u>Allergies/Adverse Reactions</u>	
1 Moderate reaction to STRAWBERRIES (rash)	10/23/95
<u>Patient Postings</u>	
4 CRISIS NOTE	02/24/97 08:28
<u>Recent Vitals</u>	
B/P: 120/80	02/24/97 11:45
Pulse: 80	02/24/97 11:45
<u>Immunizations</u>	
Tuberculosis.	02/24/97 12:00

+ Enter the numbers of the items you wish to act on. >>>			
Cover Sheet	Orders	Imaging	Reports
Problems	Meds	Consults	
Notes	Labs	D/C Summaries	

Select chart component: **R**  
 Searching for the patient's chart ..

<b>Reports</b>		Jun 11, 1997 16:24:28	Page: 1 of 2
ANDERSON,H C	321-12-3456	2B	JAN 1,1951 (46) <CWA>
Attend: WELBY,M	PrimCare: DEFA,T	PCTeam: CURTEAM	

Selected date range: 06/11/96 thru 06/11/97

Report	Date	Status
1 Health Summary		
2 Adhoc Health Summary		
3 Vitals Cumulative		
<u>Lab</u>		
4 Lab Cumulative		
5 Lab Results by Day		
6 Lab Results by Test		
7 Lab Test Status		
8 Lab Graph		
9 Blood Bank Report		
10 Anatomic Path Report		
<u>Orders</u>		
11 Daily Order Summary		

+ Enter the numbers of the items you wish to act on. >>>			
OR	Other Reports ...	CV	Change View ...
AD	Add New Orders	CC	Chart Contents ...
SP	Select New Patient	Q	Close Patient Chart

Select: Next Screen//<Enter>

## Reports, cont'd

<b>Reports</b>	Jun 11, 1997 16:43:47	Page: 2 of 2
ANDERSON,H C 321-12-3456 2B JAN 1,1951 (46) <CWA>		
Attend: WELBY,M PrimCare: DEFA,T PCTeam: CURTTEAM		
Selected date range: 06/11/96 thru 06/11/97		
+	Report	Date Status
12	Order Summary for Date Range	
13	Custom Order Summary	
14	Chart Copy Summary	
15	Outpatient RX Profile	
	<u>Dietetics</u>	
16	Dietetic Profile	
	<u>Imaging (08/26/96 to 08/26/97, LIMIT 10)</u>	
	<u>Summary of Patient Procedures</u>	
<b>Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>		
OR	Other Reports ... CV	Change View ... SP Select New Patient
AD	Add New Orders CC	Chart Contents ... Q Close Patient Chart
Select: Chart Contents// 2		

## Lab Cumulative Example

<b>Report Display</b>	Mar 27, 1997 17:44:44	Page: 1 of 2
ANDERSON,H C 321-12-3456 2B JAN 1,1951 (46) <CWA>		
Attend: WELBY,M PrimCare: DEFA,T PCTeam: CURTTEAM		
Lab Cumulative		
----- BLOOD BANK -----		
ABO Rh: A POS		
Unit assigned/xmatched: Exp date Loc		
1) V11111 CPDA-1 RED BLOOD CE A POS APR 28, 1995 Blood Bank		
Component requests Units Request date Date wanted Requestor By		
CPDA-1 RED BLOOD CELLS 4 03/29/95 16:33 03/29/95 16:33 KIL DM		
ACD-A RED BLOOD CELLS 2 02/22/95 16:29 02/23/95 08:00 BOB DM		
--- AHG(direct) ---   -		
AHG(indirect)-		
Date/time ABO Rh POLY IgG C3 Interpretation (Antibody screen)		
<b>+ Enter ? for more help. &gt;&gt;&gt;</b>		
+ Next Screen UP Up a Line PS Print Screen		
- Previous Screen DN Down a Line PL Print Data		
FS First Screen GO Go to Page Q Close		
LS Last Screen SL Search List		
Select Action: Next Screen// <Enter>		



*Reports, cont'd*

**Dietetic Profile Example**

<b>Report Display</b>	Mar 27, 1997 17:45:21	Page: 1 of 2
-----------------------	-----------------------	--------------

ANDERSON,H C 321-12-3456 2B JAN 1,1951 (46) <CWA>  
Attend: WELBY,M PrimCare: DEFA,T PCTeam: CURTEAM

**Dietetic Profile**  
No Food Preferences on file  
Current Diet: REGULAR  
Service: Tray

Tubefeed Ordered: 11-Sep-96 2:35pm  
Product: ENSURE PLUS, Full Str., 8 OZ Three times a Day  
Total Quantity: 708 cc Total KCAL: 1062

Supplemental Feeding: No Order  
No future Diet Orders exist  
No future Early or Late Trays ordered  
No Active Standing Orders  
No Active Consultations for this Admission

**Enter ? for more help. >>>**

+	Next Screen	UP	Up a Line	PS	Print Screen
-	Previous Screen	DN	Down a Line	PL	Print Data
FS	First Screen	GO	Go to Page	Q	Close
LS	Last Screen	SL	Search List		

Select Action: Close//

## Reports, cont'd

### Health Summary Example

```
03/23/97 18:26
***** CONFIDENTIAL HEALTH SUMMARY SUMMARY *****
ANDERSON,H C      321-12-3456      2B      DOB: 01/01/51

----- DEM - Demographics -----

      Address: 123 SESAME ST      Phone: 801 555 1234
              SALT LAKE CITY, UTAH 84101      County: SALT LAKE

      Marital Status: MARRIED      Age: 46
      Religion: PROTESTANT, NO DENOMINATION      Sex: FEMALE
      Occupation: Computer Wizz
      S/C %:

----- PLL - Active/Inactive -----

                                     11 Problems
ST PROBLEM                                     LAST MOD PROVIDER
A 250.41-DIABETES W RENAL MANIFES TYP I; Type I      07/19/95 ROWE,KIMBALL
  diabetes mellitus with renal manifestations, Onset
  07/19/95
A 411.1-INTERMED CORONARY SYND; Angina, Unstable,    06/17/96 GREEN,JOANN
  Onset 06/10/96
A 305.00-ALCOHOL ABUSE-UNSPEC; ALCOHOL ABUSE        06/20/96 ROWE,KIMBALL
A 305.00-ALCOHOL ABUSE-UNSPEC; Alcohol Abuse        06/20/96 ROWE,KIMBALL
A 079.99-UNSPEC VIRAL INFE; Four Corner Virus, Onset 07/03/96 ROWE,KIMBALL
  07/03/96
A 424.1-AORTIC VALVE DISORDER; AORTIC STENOSIS,      07/03/96 GARDNER,ANNE
  Onset 07/03/96
A 250.00-DIABETES MELLI W/O COMP TYP II; DIABETES   07/29/96 ROWE,KIMBALL
ST PROBLEM                                     LAST MOD PROVIDER
  MELLITUS, Onset 07/29/96
A 414.00-COR ATHEROSCL UNSP TYP-VES; 414.00, Onset  08/19/96 ROWE,KIMBALL
  08/19/96
A 886.0-AMPUTATION FINGER; Amputation of two digits 01/28/97 ROWE,KIMBALL
  of one hand including the index and little
  fingers, Onset 01/28/97
A 730.00-AC OSTEOMYELITIS-UNSPEC; Acute             01/28/97 ROWE,KIMBALL
  osteomyelitis, Onset 01/28/97
A 401.9-HYPERTENSION NOS; Systolic hypertension,    02/18/97 ROWE,KIMBALL
  Onset 02/18/97

**DRAFT COPY - DRAFT COPY -- ABOVE ADDENDUM IS UNSIGNED --
* END *
Press <RET> to continue, ^ to exit, or select component:
```

## Results Reporting

You can print reports for multiple patients (e.g., all of the patients in a ward, or all of a patients on a Personal or Team List) through the Results Reporting option on the Clinician Menu.

### Order Summary for Date/Time Range Example

OE	CPRS Clinician Menu		
RR	Results Reporting Menu		
AD	Add New Orders		
RO	Act On Existing Orders		
PP	Personal Preferences ...		

Select Clinician Menu Option: Results Reporting Menu

1A ward list

1	DOE, WILLIAM C.	(6572) A-2	9	REGISTER, N P	(9200) B-2
2	FEET, SMELL E.	(1990) ~	10	SCHWARTZ, ARNOLD	(9022) ~
3	HOOD, ROBIN	(2591) ~	11	SIMPSON, HOMER	(9999) A-5
4	KIMINATOR, THE	(3241) ~	12	STONE, JERRY	(2432) A-6
5	LAY, FRITO	(8333) B-5	13	TRAT, JACK	(2342) B-1
6	MUFFET, L M	(7689) B-4	14	WINCHESTER, C E	(0167) ~
7	NEW, PATIENT	(1234) ~	15	ZORRO, MIGUEL	(1414) B-3
8	NIVEK, SIGMA	(2379) ~			

Select Patient(s): 12-13 STONE, JERRY (2432) A-6  
TRAT, JACK (2342) B-1

R E S U L T S R E P O R T I N G

-----

--- Main Results Menu ---

1	Health Summary	8	Daily Order Summary
2	Lab Results (Interim)	9	Order Summary for Date/time Range
3	Graph Lab Tests	10	Customized Order Summary
4	Blood Bank Report	11	Print Chart Copy Summary
5	Anatomic Pathology Report	12	Work Copy Summary
6	Vitals SF511 Report	13	Outpatient RX Profile
7	Vitals Cumulative Report	14	Inpatient Medications Profile

Select Item(s): 9 Order Summary for Date/time Range

--- Order Summary for Date/time Range ---

Start Date [Time]: T// t-30 (OCT 26, 1997)

Ending Date [Time] (inclusive): OCT 26, 1997 23:59// t (NOV 25, 1997)

DEVICE: HOME// ALPHA

**Order Summary for Date/Time Range Example, cont'd**

ORDER SUMMARY			Page 1		
STONE,JERRY	234-33-2432	1A/A-6	MAR 5,1933 (64)	Wt (lb): NF	
Ord'd	St	Item Ordered	Requestor	Start	Stop
=====					
11/07/97	dc	CHEST 4 VIEWS LEFT	ANDERSON,C	11/07	11/07
14:52			PHYSICIAN		14:56
11/07/97		Discontinue CHEST 4 VIEWS LEFT	GREEN,J	11/07	11/07
14:54					14:56
11/10/97	c	Consult to PULMONARY Bedside	ARCENEAU,C	11/10	11/12
14:10				14:11	13:59
11/17/97	a	ECHO Bedside	"	11/17	
10:18			"	11:23	
11/17/97	c	ERCP Bedside	"	11/17	11/17
11:19			"	11:23	11:26
11/21/97	c	Consult to PULMONARY Bedside	ARCENEAU,C	11/21	11/24
13:54				13:55	09:54
11/24/97	u	CHEST & ABDOMEN CT *UNSIGNED*	GREEN,J		
16:43					
11/24/97	u	NPO Diet *UNSIGNED*	"		
16:43			"		
				*UNRELEASED*	
* END OF ORDERS *					
=====					
Press RETURN to continue, '^' to exit:					
ORDER SUMMARY			Page 1		
TRAT,JACK	234-24-2342	1A/B-1	FEB 3,1923 (74)	Wt (lb): NF	
Ord'd	St	Item Ordered	Requestor	Start	Stop
=====					
11/07/97	p	Consult to Pulmonary Bedside	ARCENEAU,C	11/07	
07:40				07:45	
11/14/97	u	Consult to PULMONARY Bedside *UNSIGNED*	"		
09:28			"		
				*UNRELEASED*	
11/14/97	dce	Consult to PULMONARY Bedside	"	11/14	11/14
10:17			"	10:18	10:30
11/24/97		Discontinue Consult to Cardiology Bedside	CARLSON-,N		11/24
18:23					18:23
* END OF ORDERS *					



## Personal Preferences

You can change many of the parameters that control the way CPRS works for you. The Personal Preferences Menu on your Clinician Menu contains sub-menus that may allow you to change which notifications and order checking messages you get, manage team and personal lists, assign your default patient selection settings, and modify your default tab preferences.

### Personal Preferences Menu

Option or Menu	Description
GUI Cover Sheet Display Parameters	This option allows you to modify the default number of days to display inpatient and outpatient labs, the start and stop search date for appointments and visits, and the clinical reminders and reports to be displayed on the cover sheet.
GUI Parameters - General	This option allows you to modify which chart tab will be displayed on startup, whether to use the last selected tab, how often to save notes (in seconds) and whether or not to verify the default title when creating a new note.
Team/Patient List Management	This option allows you to make changes to your Personal Patient List, to display patients linked to you via teams, to display teams on which you are a member. It also allows you to add or remove yourself from auto-linked teams.
Notification Management Menu	This menu contains an option that allows you to review the notifications you should be currently receiving. You may also have an option for adding or removing notifications to those you are scheduled to receive (whether you have this depends on local site set-up). Use this option to turn notifications on or off. You may also be able to remove all of your existing notifications via a purge option.
Order Checking Management Menu	This menu contains one or two options (depending on local set-up) which allow you to check which order checks you get and possibly to enable or disable specific order checks.
Patient Selection Preference Mgmt	This menu allows you to set default parameters for patient lists.
Tab Default Chart Preferences	This option allows setting a number of parameter defaults for each of the tabs. The 10 selections include parameters such as beginning date, ending date, service, and status.

## To access the Personal Preferences Menu:

```
OE      CPRS Clinician Menu
RR      Results Reporting Menu
AD      Add New Orders
RO      Act On Existing Orders
PP      Personal Preferences ...
```

Select Clinician Menu Option: PP Personal Preferences

```
CS      GUI Cover Sheet Display Parameters
GP      GUI Parameters - General
LI      Team/Patient List Mgmt ...
NO      Notification Mgmt Menu ...
OC      Order Checking Mgmt Menu ...
PS      Patient Selection Preference Mgmt ...
TD      Tab Default Chart Preferences
```

Select Personal Preferences Option:

## GUI Cover Sheet Display Parameters

This option allows you to set display parameters defaults for the GUI Cover Sheet. Each parameter comes with a default value, which can be overridden. The example shows the “factory” defaults and some options for customizing them for a user.

### Example

Select Personal Preferences Option: **CS** GUI Cover Sheet Display Parameters

GUI Cover Sheet - User for User: GREEN,JOANN

```
-----
Inpatient Lab Number of Days to Display      60
Outpatient Lab Number of Days to Display     120
Appt Search Start Date                      T-30
Appt Search Stop Date                      T+60
Visit Search Start Date                    T-30
Visit Search Stop Date                    T+60
Clnical Reminders for Search 10             VA-INFLUENZA VACCINE
-----
```

```
Inpatient Lab Number of Days to Display: 60//
Outpatient Lab Number of Days to Display: 120//
Appt Search Start Date: T-30//
Appt Search Stop Date: T+60//
Visit Search Start Date: T-30//
Visit Search Stop Date: T+60//
```

For Clnical Reminders for Search -  
Select Display Sequence: ?

Display Sequence	Value
-----	-----
10	VA-INFLUENZA VACCINE

Select Display Sequence: **12**

Are you adding 12 as a new Display Sequence? Yes// **<Enter>** YES

Display Sequence: 12// **<Enter>** 12

Clinical Reminder: **Tetanus** Diptheria (TD-Adult) VA-\*TETANUS DIPHTHERIA IMMUNIZATION

For Clnical Reminders for Search -  
Select Display Sequence: **<Enter>**

## GUI Parameters – General

This option allows you to set a number of general display parameters defaults for the GUI version of CPRS. Each parameter comes with a default value, which can be overridden. The *Interval for Autosave of Notes* is expressed in seconds.

### Example

Select Personal Preferences Option: <b>GP</b> GUI Parameters - General	
General GUI Parameters for User: GREEN,JOANN	
-----	
Initial Tab when CPRS Starts	Cover
Use Last Selected Tab on Patient Change	NO
Interval for Autosave of Notes	60
Verify Note Title	NO
-----	
Initial Chart Tab: Cover//	
Use Last Selected Tab: NO//	
Auto-Save Interval: 60//	
Verify Default Title: NO//	

## Team/Patient List Management

The menu choices that report or display information will allow access to Team Lists of all kinds. For those menu choices that provide for creation or editing of a list, however, you will be restricted to your “personal” patient list. You may create more than one personal list and assign a different such list from time to time. From these menus, you cannot create or modify lists that belong to others or that are not your own personal lists.

The following options may be available on your Personal Preference Menu, depending on how your local coordinators have set up your menus. The team lists also help determine who receives notifications for patients defined on the lists.

Option	Description
Personal Patient List Menu...	Options on this menu allow clinicians to create patient lists by ward, clinic, or by patient to use for displaying results or creating reports. You can build lists, delete lists, merge lists, add or remove patients from lists, or inquire to a file of patient lists.
Display Patients Linked to Me Via Team	This option displays patients linked to the current user via teams from the OE/RR LIST file [#100.21].
Display My Teams	This option displays teams linked to the current user.
Add/Remove Myself from Autolinked Teams	This option allows you to add yourself to teams to which you were not automatically linked or to remove yourself from teams to which you were automatically linked. This feature only works when subscription to the Team Lists has been allowed.

### Personal Patient List Menu

Clinical Coordinators can help set up team lists for groups of clinicians and related hospital personnel. Clinicians can create patient lists by ward, clinic, or by patient to use for displaying results or creating reports. You can build lists, delete lists, merge lists, add or delete patients from lists, or inquire to a file of patient lists.



If you have a list defined and loaded (as determined in the Personal Preferences options), the list will be available and can be used as a basis for patient selection every time you select the CPRS Clinician Menu. You then select a patient from the list. This list can also be used for printing reports.

Option	Description
Build Patient List Menu...	Options on this menu allow you to create patient lists by patient, ward, or clinic. These lists can then be used to display results or to print reports, or can be merged with other lists.
Merge Existing Lists	This option lets you merge the patients from one or several lists together to create a bigger or more comprehensive list.
Examine/Print Existing Lists	This option allows you to examine or print an existing patient list.
Delete Existing Lists	When you no longer need a patient list that you have built, you can use this option to delete the list.
Load Primary Patient List	This option loads into the current session the user's primary patient list.

#### ***Build Patient List Menu***

The following options may be available on your Build Patient List Menu, depending on how your local coordinators have set up your menus.

Option	Description
Patient (Add to List)	This option allows you to add a patient to your Patient List.
Ward (Add to List)	This option allows you to add a ward to your Patient List.
Clinic (Add to List)	This option allows you to add a clinic to your Patient List.
Provider (Add to List)	This option allows you to add a provider to your Patient List.
Specialty (Add to List)	This option allows you to add a specialty to your Patient List.
Existing List (Add to List)	This option allows you to add an existing list to your Patient List.
Clear Current Patient List	This option removes all patients from your current Patient List.
Show Current Patient List	This option displays all patients on your current Patient List.
Remove Patient from Patient List	This option allows you to remove selected patients from your current Patient List.

### Example: Build Patient List Menu

```
Select Personal Patient List Menu Option: AD Build Patient List Menu
ON      Patient      (Add to list)
WA      Ward         (Add to list)
CL      Clinic        (Add to list)
PV      Provider      (Add to list)
TS      Specialty     (Add to list)
AL      Existing Lists (Add to list)
CR      Clear Current Patient List
LI      Show Current Patient List
DE      Remove Patient(s) from Patient List

Select Build Patient List Menu Option: PV Provider      (Add to list)
No existing list found, continuing with an EMPTY list.

Select PROVIDER: GREEN,JOANN      jg

      Select one of the following:
      P      PRIMARY CARE PHYSICIAN
      A      ATTENDING PHYSICIAN
      B      BOTH

Select: BOTH// <Enter>
Working...
Show your current PATIENT list? No// Y (Yes)

                        CURRENT PATIENT LIST

10/27/97                                PAGE: 001
-----

      1 APPLESEED, J
      2 BUD,ROSE
      3 EASY,OVER
      4 HOOD,ROBIN
      5 NIVEK,ALPHA
      6 READING,TRISHA
      7 TEAGUE,TEST
      8 ZORRO,MIGUEL

Press RETURN to continue                                "^" to Quit

Do you want to remove patients from this list? No// <Enter> (No)

Store list for future reference? Yes// <Enter> (Yes)
Enter a name for this list: GREENLIST
Are you adding 'GREENLIST' as a new OE/RR LIST? No// Y (Yes)

List has been stored.
```

## Display Patients Linked to Me via Teams

This option displays patients who are linked to teams with which you are currently associated.

### Example

```
CS      GUI Cover Sheet Display Parameters
NO      Notification Mgmt Menu ...
OC      Order Checking Mgmt Menu ...
PL      Personal Patient List Menu ...
PS      Patient Selection Preference Mgmt ...
PT      Display Patients Linked to Me via Teams
TM      Display My Teams
```

Select Personal Preferences Option: **pt** Display Patients Linked to Me via Teams

GREEN,JOANN IS LINKED TO THE FOLLOWING PATIENTS VIA TEAMS:

01/30/98

PAGE: 001

```
-----
1 APPLESEED,JOHNNY      17 SCHWARTZ,ARNOLD
2 BUD,ROSE              18 SIMPSON,HOMER
3 DOE,WILLIAM C.        19 STONE,JERRY
4 EASY,OVER             20 TEAGUE,TEST
5 FEET,SMELL E.         21 TRAT,JACK
6 HOLMES,SHERLOCK       22 WINCHESTER,CHARLE
7 HOOD,ROBIN            23 ZORRO,MIGUEL
8 KIMINATOR,THE
9 LAY,FRITO
10 MUFFET,LITTELLA M
11 NEW,PATIENT
12 NIVEK,ALPHA
13 NIVEK,SIGMA
14 RAMBO,JOHNNY
15 READING,TRISHA
16 REGISTER,NEW PATI
```

Press RETURN to continue

"^" to Quit

## Display My Teams

---

This option displays teams with which you are currently associated.

### Example

```
Select Clinician Menu Option: PP  Personal Preferences

  CS      GUI Cover Sheet Display Parameters
  NO      Notification Mgmt Menu ...
  OC      Order Checking Mgmt Menu ...
  PL      Personal Patient List Menu ...
  PS      Patient Selection Preference Mgmt ...
  PT      Display Patients Linked to Me via Teams
  TM      Display My Teams

You have PENDING ALERTS
      Enter  "VA    VIEW ALERTS      to review alerts

Select Personal Preferences Option: TM  Display My Teams

                                GREEN,JOANN IS ON THE FOLLOWING TEAMS:

01/30/98                                PAGE:  001
-----
  1 AUTOLINKED TEAM--
  2 GREENLIST
  3 House of Murph
  4 teamqa

Press RETURN to continue                                "^" to Quit
```

## Notification Management Menu Options

---

The following options may be available on your Personal Preference Menu, depending on how your local coordinators have set up your menus.

Option	Description
Enable/Disable My Notifications	If you have this option, you can indicate that a notification should not be processed for you.
Erase All of My Notifications	Use this option to erase all of your own notifications.
Set Notification Display Sort Method (GUI)	Method for sorting notifications when displayed in the GUI, including by Patient, Type (Notification name), and Urgency. Within these sort methods notifications are presented in reverse chronological order.
Send me a MailMan bulletin for Flagged Orders	Enter Yes to send a bulletin to the order's Current Provider (usually the Ordering Provider) when an order is flagged for clarification. This parameter has no effect on the Flagged Orders notification which is also triggered when an order is flagged for clarification.
Show Me the Notifications I Can Receive	This option displays if and why you are a recipient for each notification.
Set Surrogate to Receive My Notifications	Sets up a surrogate to receive all notifications (OE/RR alerts) for you.

### Example: Show Me the Notifications I Can Receive

Select Notification Mgmt Menu Option: 5 Show Me the Notifications I Can Receive  
Would you like help understanding the list of notifications? No// (No)  
This will take a moment or two, please stand by.....  
DEVICE: HOME// ALPHA

Notification List for GREEN,JOANN

Page: 1

Notification	ON/OFF	For This User and Why
ABNORMAL IMAGING RESULTS	ON	System value is Mandatory
ABNORMAL LAB RESULT (INFO)	OFF	OERR value is Disabled
ABNORMAL LAB RESULTS (ACTION)	ON	No Disabled values found
ADMISSION	ON	No Disabled values found
CONSULT/REQUEST CANCEL/HOLD	ON	No Disabled values found
CONSULT/REQUEST RESOLUTION	ON	No Disabled values found
CRITICAL LAB RESULT (INFO)	ON	User value is Enabled
CRITICAL LAB RESULTS (ACTION)	OFF	OERR value is Disabled
DECEASED PATIENT	ON	No Disabled values found
DISCHARGE	ON	No Disabled values found
DNR EXPIRING	OFF	OERR value is Disabled
ERROR MESSAGE	ON	No Disabled values found
FLAGGED ORDERS	ON	No Disabled values found
FOOD/DRUG INTERACTION	ON	No Disabled values found
FREE TEXT	ON	No Disabled values found
IMAGING PATIENT EXAMINED	ON	No Disabled values found
IMAGING REQUEST CANCEL/HELD	ON	No Disabled values found
IMAGING RESULTS	ON	No Disabled values found
IMAGING RESULTS AMENDED	ON	No Disabled values found
LAB ORDER CANCELED	ON	Division value is Mandatory
LAB RESULTS	OFF	System value is Disabled
MEDICATIONS EXPIRING	OFF	OERR value is Disabled
NEW ORDER	ON	No Disabled values found
NEW SERVICE CONSULT/REQUEST	ON	No Disabled values found
NPO DIET MORE THAN 72 HRS	OFF	OERR value is Disabled
ORDER CHECK	OFF	OERR value is Disabled
ORDER REQUIRES CHART SIGNATURE	OFF	Division value is Disabled
ORDER REQUIRES CO-SIGNATURE	ON	No Disabled values found
ORDER REQUIRES ELEC SIGNATURE	ON	User value is Enabled
ORDERER-FLAGGED RESULTS	OFF	OERR value is Disabled
SERVICE ORDER REQ CHART SIGN	ON	No Disabled values found
SITE-FLAGGED ORDER	OFF	OERR value is Disabled
SITE-FLAGGED RESULTS	OFF	OERR value is Disabled
STAT IMAGING REQUEST	OFF	Division value is Disabled
STAT ORDER	OFF	OERR value is Disabled
STAT RESULTS	ON	User value is Enabled
TRANSFER FROM PSYCHIATRY	OFF	System value is Disabled
UNSCHEDULED VISIT	ON	No Disabled values found
UNVERIFIED MEDICATION ORDER	OFF	Division value is Disabled
URGENT IMAGING REQUEST	OFF	OERR value is Disabled

- End of Report -

## Explanations of ON/OFF For This User and Why

---

There can be several reasons why a notification is enabled (turned “on”) or disabled (turned “off”). The table gives an explanation of each reason that may be applied.

Reason	Explanation
Division/System value is Mandatory	Either the site or the CPRS package determined that a notification is mandatory for either a division or a hospital.
OERR value is Mandatory	The notification is exported as mandatory.
OERR value is Disabled	The site disabled the mandatory status of an exported notification.
No Disabled values found	No one (a manager, coordinator, or user) has disabled this notification.
User value is Disabled	A manager, coordinator, or user disabled this notification for this user.

## Disabling a Notification Example

---

The process for disabling a notification seems counter-intuitive. When the program asks if you want to add a new Notification, logically you’d want to say “No,” but the program is really asking if you want to add a new notification to a temporary list for consideration about enabling or disabling. The program is using a generic FileMan call—we hope that in the near future a more user-friendly utility will be written for this option.

```

Select Personal Preferences Option: NO NOTIFICATIONS MGMT MENU
Select Notification Mgmt Menu Option: 1 Enable/Disable Notifications

                                Enable/Disable My Notifications
-----
----- Setting      for User: GREEN,JOANN -----
Select Notification: ?

      Notification                                Value
      -----                                -----
LAB RESULTS                                Disabled
ORDER REQUIRES ELEC SIGNATURE Mandatory
CRITICAL LAB RESULT (INFO) Mandatory
STAT RESULTS                                Mandatory
FREE TEXT                                Disabled

Answer with OE/RR NOTIFICATIONS NUMBER, or NAME, or PACKAGE ID, or
MESSAGE TEXT, or RECIPIENT USERS
Do you want the entire 41-Entry OE/RR NOTIFICATIONS List? N (NO)

Select Notification: ADMISSION
Are you adding ADMISSION as a new Notification? Yes// <Enter> YES

Notification: ADMISSION// <Enter> ADMISSION ADMISSION

Value: Disabled
Select Notification: <Enter>

```

## Order Checking Management Menu

The two options on this menu allow you to enable or disable various order checks and it can show you the order check you can receive.

Option	Description
Enable/Disable an Order Check for Yourself	A list of available order checks is displayed when you enter a question mark. You can then select order checks to enable or disable.
Show Me the Order Checks I Can Receive	This option processes each order check to determine if and why you receive an order check message during the ordering process.



### Example: Enable/Disable an Order Check for Yourself

```
Select Clinician Menu Option: PP Personal Preferences
  CS      GUI Cover Sheet Display Parameters
  NO      Notification Mgmt Menu ...
  OC      Order Checking Mgmt Menu ...
  PL      Personal Patient List Menu ...
  PS      Patient Selection Preference Mgmt ...
  PT      Display Patients Linked to Me via Teams
  TM      Display My Teams

Select Personal Preferences Option: Order Checking Mgmt Menu
Select Order Checking Management Option: 1 Enable/Disable an Order Check for Yourself
-----
----- Setting PROCESSING FLAG for User: GRIN,JON -----
Select Order Check: ?
  Answer with ORDER CHECKS NAME
  Do you want the entire 18-Entry ORDER CHECKS List? y (Yes)
Choose from:
  ALLERGY-CONTRAST MEDIA INTERAC
  ALLERGY-DRUG INTERACTION
  AMINOGLYCOSIDE ORDERED
  BIOCHEM ABNORMALITY FOR CONTRA
  CLOZAPINE APPROPRIATENESS
  CT & MRI PHYSICAL LIMITATIONS
  DRUG-DRUG INTERACTION
  DUPLICATE DRUG CLASS ORDER
  DUPLICATE DRUG ORDER
  DUPLICATE ORDER
  ERROR MESSAGE
  ESTIMATED CREATININE CLEARANCE
  GLUCOPHAGE-CONTRAST MEDIA
  LAB ORDER FREQ RESTRICTIONS
  MISSING LAB TESTS FOR ANGIOGRA
  ORDER CHECKING NOT AVAILABLE
  POLYPHARMACY
  RECENT BARIUM STUDY
  RECENT ORAL CHOLECYSTOGRAM
  RENAL FUNCTIONS OVER AGE 65
Select Order Check: DUPLICATE DRUG ORDER
Are you adding DUPLICATE DRUG ORDER as a new Order Check? Yes//<Enter>YES
Order Check: DUPLICATE DRUG ORDER// <Enter>    DUPLICATE DRUG ORDER
Value: Enabled// <Enter>    Enabled
Order Check      Value
-----
  DUPLICATE DRUG ORDER      Enabled
```

You're not really adding a new Order Check, but a new Order Check Value:  
Enabled.

## Patient Selection Preference Menu

The first of these menu options is where you assign your default Patient Selection List Source. This is the source of the patients displayed when you enter CPRS.

Menu options two through five allow you to pre-assign default settings for the various sources you use with menu option one.

Menu options seven through 15 allow you to pre-assign default settings for clinics, for use when you select clinics as your source using menu option one.

Menu option 16 allows you to assign a default sort order for the source you assign with menu option one. Note that certain sort defaults will work only with certain kinds of sources. If you select a sort that does not apply, a “built-in default” will be used instead (usually alphabetic).

Menu option 17 simply displays your current source setting (whatever you may have assigned with menu option one).

Option	Description
1. Set My Preferred List Source	This option lets you specify the default preference for patient list source when starting CPRS – based on the following default types that you can pre-define.
2. Set My Preferred Ward	This option lets you specify a default Ward that can be used as your patient selection list.
3. Set My Preferred Provider	This option let you specify a default provider who’s patients can be used as a basis for your patient selection list.
4. Set My Preferred Treating Specialty	This option lets you specify a default Treating Specialty that can be used as a source for your patient selection list.
5. Set My Preferred Team List/ Personal Patient List	This option lets you specify a default Team/Personal list for patient selection.
6. Set My Preferred Combination of Multiple Sources	This option lets you specify a patient list based on a combination of other default sources.
7. Set My Preferred Clinic Start Date	Patients with appointment dates as early as this date will be included in patient selection lists based on your preferred default clinic.
8. Set My Preferred Clinic Stop Date	Patients with appointment dates as recent as this date will be included in patient selection lists based on your preferred default clinic.
9. Set My Preferred Clinic Sunday	This option lets you specify the default clinic that will be used for Sundays when “Clinic” is your default patient selection list source.
10. Set My Preferred Clinic Monday	This option lets you specify the default clinic that will be used for Mondays when “Clinic” is your default patient selection list source.
11. Set My Preferred Clinic Tuesday	This option lets you specify the default clinic that will be used for Tuesdays when “Clinic” is your default patient selection list source.
12. Set My Preferred Clinic Wednesday	This option lets you specify the default clinic that will be used for Wednesdays when “Clinic” is your default patient selection list source.

13. Set My Preferred Clinic Thursday	This option lets you specify the default clinic that will be used for Thursdays when “Clinic” is your default patient selection list source.
14. Set My Preferred Clinic Friday	This option lets you specify the default clinic that will be used for Fridays when “Clinic” is your default patient selection list source.
15. Set My Preferred Clinic Saturday	This option lets you specify the default clinic that will be used for Saturdays when “Clinic” is your default patient selection list source.
16. Set My Preferred Sort Order for Patient List	This option lets you specify the default sort order for your patient selection lists. Room/Bed is valid only for inpatients list (Ward, Team/Personal, Provider, Specialty). Appointment Date is valid only for outpatient lists (Clinic)
17. Display My Preferred Patient List Source	This option lets you display your current preferred default patient list source.

### **Set My Preferred List Source**

---

Perform this option to specify your preferred default patient list source. Valid values for your preferred patient selection list source include:

- T      Team/Personal List
- W      Ward List
- C      Clinic List
- P      Provider List
- S      Specialty List
- M      Combination List

In the example screen capture that follows, M was selected to illustrate the new function of the Combination of Multiple Sources option.

```

1      Set My Preferred List Source
2      Set My Preferred Ward
3      Set My Preferred Primary Provider
4      Set My Preferred Treating Specialty
5      Set My Preferred Team List/Personal Patient List
6      Set My Preferred Combination of Multiple Sources
7      Set My Preferred Clinic Start Date
8      Set My Preferred Clinic Stop Date
9      Set My Preferred Clinic Sunday
10     Set My Preferred Clinic Monday
11     Set My Preferred Clinic Tuesday
12     Set My Preferred Clinic Wednesday
13     Set My Preferred Clinic Thursday
14     Set My Preferred Clinic Friday
15     Set My Preferred Clinic Saturday
16     Set My Preferred Sort Order for Patient List
17     Display My Preferred Patient List Source

```

Select Patient Selection Preference Mgmt Option: 1

----- Setting for User: NOWLING,SCOTT -----  
Value: M Combination List

## Set My Preferred Combination of Multiple Sources

After selection “M” for the Preferred List Source, perform this option to select default Combination Patient List Sources.

```

1      Set My Preferred List Source
2      Set My Preferred Ward
3      Set My Preferred Primary Provider
4      Set My Preferred Treating Specialty
5      Set My Preferred Team List/Personal Patient List
6      Set My Preferred Combination of Multiple Sources
7      Set My Preferred Clinic Start Date
8      Set My Preferred Clinic Stop Date
9      Set My Preferred Clinic Sunday
10     Set My Preferred Clinic Monday
11     Set My Preferred Clinic Tuesday
12     Set My Preferred Clinic Wednesday
13     Set My Preferred Clinic Thursday
14     Set My Preferred Clinic Friday
15     Set My Preferred Clinic Saturday
16     Set My Preferred Sort Order for Patient List
17     Display My Preferred Patient List Source

```

Select Patient Selection Preference Mgmt Option: 6

Set Default Combination

-----  
Your current combination entries are:

No current combination entries....

----- Setting for user: GREEN,JOANN -----  
Select COMBINATION ITEM:

### *View All Combination Options for a Particular Source Type*

You may display all of the available choices for a particular source type by typing the list source prefix followed by a period and a single question mark.

<b>Source Type</b>	<b>To display full list, type:</b>
--------------------	------------------------------------

Ward	W.?
Provider	P.?
Specialty	S.?
Team List	T.?
Clinic	C.?

When CPRS asks for a combination item, type the first letter of the source type, followed by a period and then a question mark to view a list of all of the possible values in that source type. You may select as many choices as you desire. However, you may want to keep the number of sources reasonable to prevent the creation of an impractically large selection list.

```

----- Setting for user: NOWLING,SCOTT -----
Select COMBINATION ITEM: CARDIOLOGY// W.?

    Searching for a WARD, (pointed-to by COMBINATION ITEM)

Choose from:

    Searching for a WARD

    Answer with WARD LOCATION NAME, or SERVICE, or *NSERV, or SYNONYM
Choose from:
13A PSYCH
1A
2B MED
8E REHAB MED
8W
DOM
JLC TEST
NOT 2B
RICKS WARD
??
Select COMBINATION ITEM: CARDIOLOGY//

```

### ***To View Combination Selections***

To view existing combination selections, choose option 6 from the Patient Selection Preference Menu.

```
1      Set My Preferred List Source
2      Set My Preferred Ward
3      Set My Preferred Primary Provider
4      Set My Preferred Treating Specialty
5      Set My Preferred Team List/Personal Patient List
6      Set My Preferred Combination of Multiple Sources
7      Set My Preferred Clinic Start Date
8      Set My Preferred Clinic Stop Date
9      Set My Preferred Clinic Sunday
10     Set My Preferred Clinic Monday
11     Set My Preferred Clinic Tuesday
12     Set My Preferred Clinic Wednesday
13     Set My Preferred Clinic Thursday
14     Set My Preferred Clinic Friday
15     Set My Preferred Clinic Saturday
16     Set My Preferred Sort Order for Patient List
17     Display My Preferred Patient List Source

Select Patient Selection Preference Mgmt Option:  6

                                Set Default Combination
-----

Your current combination entries are:

Clinic:      CARDIOLOGY
Provider:    NOWLING,SCOTT
Specialty:   SURGERY
Team List:   RED
Team List:   YELLOW

----- Setting for user: NOWLING,SCOTT -----
Select COMBINATION ITEM: YELLOW//
```

### ***To Add a Combination Selection***

To add a new source to your combination list, type in the first letter of the Source Type followed by a period and then the source. There are two confirmation steps for adding a combination selection.

```
Select COMBINATION ITEM: CARDIOLOGY// T.YELLOW

    Searching for a TEAM LIST, (pointed-to by COMBINATION ITEM)

    Searching for a TEAM LIST
YELLOW
    ...OK? Yes// Y (Yes)
Are you adding 'YELLOW' as a new COMBINATION ITEM (the 6TH for this
OE/RR PT SEL COMBO)? No// Y (Yes)
Select COMBINATION ITEM:
```

### ***To Remove a Combination Selection from Your List***

To remove a source from your combination list, type in the name of the source that you want to delete and confirm it when prompted. With the combination item listed on the command line, type the “at” symbol (@) and press ENTER. Then confirm the deletion.

```
----- Setting for user: GREEN,JOANN -----  
Select COMBINATION ITEM: YELLOW// GOLD  
  
    Searching for a WARD, (pointed-to by COMBINATION ITEM)  
  
    Searching for a PROVIDER, (pointed-to by COMBINATION ITEM)  
  
    Searching for a SPECIALTY, (pointed-to by COMBINATION ITEM)  
  
    Searching for a TEAM LIST, (pointed-to by COMBINATION ITEM)  
GOLD  
    ...OK? Yes// Y (Yes)  
COMBINATION ITEM: GOLD// @  
    SURE YOU WANT TO DELETE THE ENTIRE COMBINATION ITEM? Y (Yes)  
Select COMBINATION ITEM:
```

## Tab Default Chart Preferences

---

This option provides an improved user interface for easy modification of CPRS tab default preferences in List Manager. Most of these defaults apply to both the GUI and List Manager versions of CPRS

Option	Description
Consults	This option lets you specify the default chart preferences for consults and includes settings for beginning date, ending date, status, service, and all.
Inpatient Labs	This option lets you specify the default chart preferences for inpatient labs and includes settings for beginning date, ending date, type, and all.
Outpatient Labs	This option lets you specify the default chart preferences for outpatient labs and includes settings for beginning date, ending date, type, and all.
Meds	This option lets you specify the default chart preferences for medications and includes settings for beginning date, ending date, whether outpatient or inpatient meds should be displayed, and all.
Notes	This option lets you specify the default chart preferences for notes and includes settings for beginning date, ending date, status, author, occurrence limit, subject, and all.
Orders	This option lets you specify the default chart preferences for orders and includes settings for beginning date, ending date, status, service/section, format, and all.
Problems	This option lets you specify the default chart preferences for problems and includes settings for status, comment, and all.
Reports	This option lets you specify the default chart preferences for Health Summaries and includes settings for beginning date, ending date, max, and all.
D/C Summaries	This option lets you specify the default chart preferences for discharge summaries and includes settings for beginning date, ending date, status, author, and all.
Imaging	This option lets you specify the default chart preferences for imaging and includes settings for beginning date, ending date, max, and all.



## Example

Select Personal Preferences Option: **TD** Tab Default Chart Preferences

- 1 CONSULTS
- 2 INPATIENT LABS
- 3 OUTPATIENT LABS
- 4 MEDS
- 5 NOTES
- 6 ORDERS
- 7 PROBLEMS
- 8 REPORTS
- 9 D/C SUMMARIES
- 10 IMAGING

Select tab for preferences editing: (1-10): **1**

- |   |         |                      |
|---|---------|----------------------|
| 1 | BEG     | Begin Date           |
| 2 | END     | End Date             |
| 3 | STATUS  | Status               |
| 4 | SERVICE | Service              |
| 5 | ALL     | Edit All Above Items |

Select CONSULTS value to edit: (1-5): **1**

Enter Begin Date value: t-180//  
Enter End Date value: t+90//  
Enter Status value: t-180//  
Enter Service value: t-180//



## Helpful Hints

- **ACTIONS**

Actions (also known as protocols) are the items listed on the bottom part of the list manager screens. Sometimes these are processes that you can perform on screen items (processes such as sign, print, discontinue, renew, etc.), and sometimes they are the names of other screens (chart tabs) that you can go to.

**NOTE:** Order actions in CPRS work differently from OE/RR. In CPRS, you must pick an order from the review screen before the available actions appear at the bottom of the screen. In OE/RR the actions were visible at the bottom of the review screen before you selected an order.

- **CHART TABS**

Chart Tabs are another name for the Chart Contents actions or pages. They allow you the following choices: Orders, Notes, Meds, Lab, D/C Summaries, and Problem Lists. (They are called Tabs to be consistent with the GUI version of CPRS, which uses the Windows convention of having tab-like graphic images for selecting options.) If you select one of these tabs, you will be given the option of NW. This allows you to write new notes, meds, labs, and problems without going through the order screen. You may also view results relating to these tabs by using the following steps: (1) Select CC; (2) Select a tab; e.g., consults, lab, (3) Select the number of the item you want information on, (4) Select Detailed Display.

- **CONSULTS**

Consults may be ordered via CPRS by selecting Other from the Add Orders screen or by selecting the Consults tab. You can also see Consults results through CPRS.

- **DETAILED DISPLAY**

When you select the action Detailed Display (DD) you can see additional information about an order, including *Who* entered the order, *what* physician or nurse initiated the order, and the *date* the order was entered or discontinued. You may view this information by selecting the number of the order in question, and then choosing Detailed Display .

- **ELECTRONIC SIGNATURE**

An Electronic signature must accompany all orders entered by a physician, nurse practitioner, or physician's assistant. These orders are not released to the services until signed (except for verbal orders).

- **EXPIRED MED ORDERS**

Expired Med orders remain on the order screen for a time designated by your site.

## ***Helpful Hints, cont'd***

- **>> INDICATORS**

The “greater-than” symbols (>>) beside an order indicates that this order needs to be completed or have action taken by a nurse or ward clerk.

When >> is shown in the black bar of the List Manager screen, it means that more information is available to the right of the screen; enter one or more of these symbols to see this information.

- **INORDERABLE ITEM IN PHARMACY**

This is a notation that is seen when the pharmacy has changed its dispense drugs. An inorderable item can't be renewed. The med in question can be continued by choosing the Change option, which automatically DCs the original and creates a new order that will be renewable thereafter. The Change option takes you through each field of the medication and allows you to edit as needed.

- **LAB TIP**

To change a lab urgency “on-the-fly”: When you select a quick order from the menu, enter the number of the item followed by =\*.

- **MEDICATION ENTRY TIPS**

1) Always use upper case when entering the schedule. The approved abbreviation for hours is H. If other letters are listed, such as hr or hrs, the pharmacy package doesn't read the schedule accurately, and incorrect times will appear on your MARS. Currently administration times can be edited under the Unit Dose option only.

2) Enter the Schedules for these orders as follows:

Insulin BID	BID-INSULIN
ISMO	BID-ISMO
PRN	Q4-6H PRN

3) Multiple Meds may be renewed or discontinued by selecting the order numbers, pressing enter, and choosing Renew or DC.

4) Hard copies of orders automatically print to the service(s).

5) Meds for discharge or pass can be selected and converted to outpatient status. This prevents the need for carbon copies of orders with original signatures. To place Meds on hold, enter a free-text order. Pharmacy considers orders to be either active or discontinued. They do not act on Hold orders. This is an action taken only by a unit's nursing staff. 6) If an order is questioned by pharmacy, it will be flagged, stating the reason for the flag, and the physician receives a View Alert. A Med can be unflagged if you choose the Med in question and then select UNFLAG.

7) Verbal orders cause a View Alert to be automatically generated for the physician who needs to electronically sign the order.

### *Helpful Hints, cont'd*

- **NOTES**

Progress Notes can be accessed directly from the patient's chart or through TIU as a separate menu option.

- **PATIENT LISTS**

You can set up a specific list as your default. To enter a list, choose CHANGE VIEW (CV), then select WARD, CLINIC, or PROVIDER, etc., enter the name of the group (e.g., 2 west), then choose SV to save the list. This list must be saved after its selection for it to become your default. To change from one chart to another, the SP (Select Patient) choice returns the screen to your default list where you can select another patient. You may also enter a patient from another area of the unit by choosing FD (Find Patient) and entering the patient's name. FD can be used even if you already have another unit loaded as your default list.

- **QUICK ORDERS**

Quick Orders allow you to enter labs and meds without going through as many steps. They are selected from the AD order screen by simply selecting a number (other than the #s for the categories LABORATORY, MEDICATIONS, IMAGING, DIETETICS, etc.). Quick Orders are ones that physicians have determined to be their most commonly ordered items and have standard collection times, routes, and other conditions.

- **REPORTS**

Reports for individual patients are available from the Reports tab. Reports for a ward/clinic can be found under the Results Reporting menu option. To print a Ward Summary, follow these steps:

- 1) Select Results Reporting
- 2) Select patient or patients
- 3) Enter the range of numbers you want
- 4) Choose #8 to print Daily Order Summary, or #11 for Chart Copies of orders
- 5) Enter date range
- 6) Answer Yes to *Display only those orders placed on this day:* NO//
- 7) Enter a printer name or hit ENTER at the DEVICE: HOME// prompt (This can also be queued)



## Glossary

+	A plus sign (+) in front of a Progress Note indicates that the note has addenda. A + in front of a lab order indicates that this lab test will be done multiple times according to a selected schedule.
>>	These arrows (displayed in the center black bar) indicate that more information can be seen by scrolling to the left. If they are displayed beside an order, it means that a nurse or clerk needs to take action on the order.
CPRS	Computerized Patient Record System, the <b>VISTA</b> package (in both GUI and character-based formats) that provides access to most components of the patient chart.
ASU	Authorization/Subscription Utility, a <b>VISTA</b> application (initially released with TIU) that allows VAMCs to assign privileges such as who can do what in ordering, signing, releasing orders, etc.
Chart Contents	The various components of the Patient Record, equivalent to the major categories of a paper record; for example, Problem List, Progress Notes, Orders, Labs, Meds, Reports, etc. In CPRS, these components are listed at the bottom of the screen, to be selected individually for performing actions.
Consults	Consult/Request Tracking, a <b>VISTA</b> product that is also part of CPRS (it can function as part of CPRS, independently as a standalone package, or as part of TIU). It's used to request and track consultations or procedures from one clinician to another clinician or service.
Cover Sheet	A screen of the CPRS patient chart that displays an overview of the patient's record.
CWAD	Crises, Warnings, Allergies/Adverse Reactions, and Directives. These are displayed on the Cover Sheet of a patient's computerized record, and can be edited, displayed in greater detail, or added to. <i>See Patient Postings.</i>
D/C Summary	Discharge Summary; see below.
Discharge Summary	A component of TIU that can function as part of CPRS, Discharge Summaries are recapitulations of a patient's course of care while in the hospital.
GUI	Graphical User Interface—a Windows-like screen with pull-down menus, icons, pointer device, etc.

## *Glossary, cont'd*

Health Summary	A <b>VISTA</b> product that can be viewed through CPRS, Health Summaries are components of patient information extracted from other <b>VISTA</b> applications.
Imaging	A <b>VISTA</b> product that is also a component of CPRS; it includes Radiology, X-rays, Nuclear Medicine, etc.
Notifications	Alerts regarding specific patients that appear on the CPRS patient chart. They can be responded to through “VA View Alerts.”
OE/RR	Order Entry/Results Reporting, a <b>VISTA</b> product that evolved into the more comprehensive CPRS.
Order Checking	A component of CPRS that reviews orders as they are placed to see if they meet certain defined criteria that might cause the clinician placing the order to change or cancel the order (e.g., duplicate orders, drug-drug/diet/lab test interactions, etc.).
PCMM	Patient Care Management Module, a <b>VISTA</b> product that manages patient/provider lists.
Patient Postings	A component of CPRS that includes messages about patients; an expanded version of CWAD (see above).
Progress Notes	A component of TIU that can function as part of CPRS.
Quick Orders	Quick Orders allow you to enter many kinds of orders without going through as many steps. They are types of orders that physicians have determined to be their most commonly ordered items and that have standard collection times, routes, and other conditions.
Reports	A component of CPRS that includes Health Summary, Action Profile, and other summarized reports of patient care.
TIU	Text Integration Utilities; a package for document handling, that includes Consults, Discharge Summary, and Progress Notes, and will later add other document types such as surgical pathology reports. TIU components can be accessed for individual patients through the CPRS, or for multiple patients through the TIU interface.
VISN	Veterans Information System Network, the regional organizations for managing computerization within a region.
<b>VISTA</b>	Veterans Information Systems Technology Architecture, the new name for DHCP.



# Appendix: Screen Actions

## Actions available, by tab

### Cover Sheet

NW	Enter New Allergy/ADR CV	(Change View ...)	SP	Select New Patient	
AD	Add New Orders	CC	Chart Contents ...	Q	Close Patient Chart

### Chart Contents

Cover Sheet	Orders	Imaging	Reports
Problems	Meds	Consults	
Notes	Labs	D/C Summaries	

### Problems

Inactivate	Add Comment	Detailed Display
Remove	Verify	

### Change View

Status	Save as Preferred View	Remove Preferred View
--------	------------------------	-----------------------

### Progress Notes

Edit	Detailed Display	Identify signers
Make Addendum	Browse	Copy
Sign	Print	Delete

### Change View

1	all signed	4	signed/author	Save as Preferred View
2	my unsigned	5	signed/dates	Remove Preferred View
3	my uncosigned			

### Add Orders

AD	Add New Orders	CG	Change View ...	SP	Select New Patient
+	Next Screen	CC	Chart Contents ...	Q	Close Patient Chart

### Change View

Date range	Status	Service/Section	Short Format
------------	--------	-----------------	--------------

### Order Actions

Change	Sign	Flag	Details	Rewrite
Renew	Hold	Unflag	Results	Print
...				
Discontinue	Release Hold	Ward Comments	Alert Results	

### Meds

NW	Order New Meds ...	CV	Change View ...	SP	Select New Patient
AD	Add New Orders	CC	Chart Contents ...	Q	Close Patient Chart

### Order Actions

Change Display	Discontinue	Transfer to Outpt	Detailed
Renew	Hold	Copy	

### Change View

Date range	Save as Preferred View
List Outpatient Meds	Remove Preferred View

## Actions available, by tab

### Labs

NW	Order New Lab Tests ...	CV	Change View ...	SP	Select New Patient
AD	Add New Orders	CC	Chart Contents ...	Q	Close Patient Chart

### Change View

Date range View	Go to Section	Remove Preferred
Use list format	Save as Preferred View	

### Imaging

NW	Order New Procedures	CV	Change View ...	SP	Select New Patient
AD	Add New Orders	CC	Chart Contents ...	Q	Close Patient Chart

### Change View

Date range	Save as Preferred View
Maximum # of items	Remove Preferred View

### Consults

NW	Order New Consult ...	CV	Change View ...	SP	Select New Patient
AD	Add New Orders	CC	Chart Contents ...	Q	Close Patient Chart

### Change View

Date range View	Service	Remove Preferred
Status	Save as Preferred View	

### Actions

Detailed Display	Print SF 513
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### D/C Summaries

NW	Write New Summary ...	CV	Change View ...	SP	Select New Patient
AD	Add New Orders	CC	Chart Contents ...	Q	Close Patient Chart

### Change View

1 all signed View	4 signed/author	Save as Preferred
-------------------	-----------------	-------------------

2	my unsigned	5	signed/dates	Remove Preferred
View				
3	my unsigned			

### Actions

Edit	Detailed Display	Identify signers
Make Addendum	Browse	Copy
Sign	Print	Delete

### Reports

OR	Other Reports ...	CV	Change View ...	SP	Select New
Patient					
AD	Add New Orders	CC	Chart Contents ...	Q	Close Patient
Chart					

### Change View

Date Range for Radiology reports	Save as Preferred View
Maximum # of Radiology reports	Remove Preferred View

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